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United States Department of Agriculture
Agricultural Adjustment Agency
Northeast Division



NORTHEAST REGION HANDBOOK
1943 Agricultural Conservation Program

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UNITED STATES DEPARTMENT OF AGRICULTURE
Agricultural Adjustment Agency
Northeast Region

1943 Agricultural Conservation Program - Northeast Region

Payments will be made for participation in the 1943 Agricultural Conservation Program (hereinafter referred to as the 1943 Program) in accordance with the provisions of this bulletin and such modifications thereof as may hereafter be made in the Northeast Region.

SECTION I. ALLOTMENTS AND YIELDS

A. State Acreage Allotments

The State acreage allotments determined for each State in the Northeast Region are as follows:

<u>State</u>	<u>*Corn Acres</u>	<u>Type 41 Tobacco Acres</u>	<u>Types 51, 52, 53 Tobacco Acres</u>	<u>Wheat Acres</u>
Connecticut	X	X	11,415	X
Maine	X	X	X	3,396
Massachusetts	X	X	5,185	X
New Hampshire	X	X	33	X
New Jersey	X	X	X	52,100
New York	X	X	1,250	221,673
Pennsylvania	433,033	30,075	485	761,780
Rhode Island	X	X	X	X
Vermont	X	X	23	100

* Corn allotments are determined only in the commercial corn area which in the Northeast Region includes the following counties in Pennsylvania: Adams, Berks, Chester, Cumberland, Dauphin, Franklin, Fulton, Lancaster, Lebanon, Perry and York.

County allotments have been determined by the AAA with the assistance of County Committees. Farm acreage allotments and yields have been determined by the County Committee with the assistance of the appropriate local committee in accordance with the instructions in NER-701, NER-701 - Supplement 1, NER-717, NER-717C, NER-717T and NER-WC.

B. Acreage Planted to Wheat means:

1. Any acreage of land devoted to seeded wheat, except when such crop is seeded in a mixture composed of at least 10% by weight of vetch or at least 25% by weight of rye or barley, if in the area the mixture may reasonably be expected to produce a crop containing such proportions of plants other than wheat, that the crop cannot be harvested as wheat for grain or seed;

2. Any acreage of land which is seeded to a mixture containing wheat designated under 1 above but on which the vetch, rye or barley fail to reach maturity, and the wheat reaches maturity:

Provided, that all or any part of any wheat acreage destroyed by causes beyond the control of the operator may be replaced with an equal acreage of wheat seeded after such destruction and the acreage so replaced shall not be regarded as acreage planted to wheat.

C. Miscellaneous

1. Correction of Errors. -- Where the Agricultural Adjustment Agency finds that any error in a county or State office resulted in an allotment or yield for a farm which is substantially less than that which would otherwise have been determined, the correction of such allotment or yield may be authorized without requiring a redetermination of other farm allotments or yields in the county, unless such error has resulted in farm allotments or yields for other farms in the county which are substantially higher than they otherwise would have been.

2. Errors in Measurement. -- Where a farmer relied solely upon the measured acreage furnished to him in writing by the county committee in planning his 1943 farming operations or in adjusting his 1943 crop acreages, such measured acreage may be used in determining compliance with the provisions of the 1943 Program even though it subsequently proves to be incorrect.

3. Erroneous Notice of Acreage Allotments. -- Notwithstanding the deduction provisions of Section III, in any case where, through error in a county or State office, the producer was officially notified of an allotment for a commodity larger than the finally approved allotment for that commodity and the county and State committees find, if the notice were in writing, or the County and State Committees, with the approval of the Director of the Northeast Division, find, if the notice were not in writing that the producer, acting in good faith upon the information contained in the erroneous notice, planted an acreage to the commodity in excess of the finally approved allotment, the producer will not be considered to have exceeded the allotment for such commodity unless he planted an acreage to the commodity in excess of the acreage stated in the notice erroneously issued, and the deduction for excess acreage will be made only with respect to the acreage in excess of that stated in the notice erroneously issued.

4. Reallocation of Allotments Due to Displacement of Producers. --

Except as provided in the next two succeeding paragraphs, the crop allotment for any land which is removed from agricultural production because of acquisition by a State or Federal agency or for use in connection with the national war effort shall be available to the State Committee for use in providing equitable allotments for farms on which the crop was grown in one or more of the three years 1940 through 1942 and which are operated by persons who were producers of such crop on the land so removed from agricultural production. Insofar as possible, the allotments for farms operated by such persons shall be comparable to the allotments for other farms in the locality taking into consideration the allotments for the land removed from agricultural production.

In the case of wheat, the allotment determined, or which would have been determined, for any land acquired in 1940 or thereafter by any Federal agency for war purposes shall be placed in a state pool and shall be used only for making equitable allotments for farms owned or acquired by owners dispossessed by a Federal agency because of acquisition of the farm for war purposes. The allotment made for any such farm, including farms on which such crop was not planted during any of the three years 1940 through 1942, shall compare with the allotments for such crops established for other farms in the same area which are similar except for the past acreage of such crop, taking into consideration the character and adaptability of the soil and other physical facilities affecting the production of the crop.

In the case of tobacco, the allotment determined, or which would have been determined, for any land acquired in 1940 or thereafter by any Federal agency for war purposes shall be placed in a state pool and shall be used only for making equitable allotments for farms owned or acquired by owners dispossessed by a Federal agency because of acquisition of the farm for war purposes. Upon application to the local committee, any person so dispossessed shall be entitled to have an allotment for any one of the farms owned or acquired by him equal to an allotment which would have been made to such farm plus the allotment which would have been made to the farm acquired by the Federal agency: Provided, That such allotment shall not exceed 20 percent of the acreage of cropland in the farm.

SECTION II. WAR CROP GOALS AND PRODUCTION GOALS

A. War Crops

War crops are the crops and land uses designated by the Agricultural Adjustment Agency for which the 1943 goal is substantially greater than the production which would otherwise be expected under war conditions.

B. Farm Goals

Farm war crop and production goals have been determined by the County Committee with the assistance of Community Committeemen in accordance with instructions in NER-717, NER-717WC and NER-717TC.

SECTION III. PRODUCTION ADJUSTMENT ALLOWANCE AND DEDUCTIONS

A. The Farm Production Adjustment Allowance

The farm production adjustment allowance shall be the sum of the following:

1. Corn - 3.0 cents per bushel of the program yield of corn for the farm for each acre in the corn allotment.

2. Tobacco

a. 0.4 cents per pound of the program yield per acre of cigar-filler tobacco type 41 for the farm for each acre in the tobacco allotment.

b. 0.5 cents per pound of the program yield per acre of cigar-filler and binder tobacco (except types 41 and 45) for the farm for each acre in the tobacco allotment.

3. Wheat - 8.5 cents per bushel of the program yield of wheat for the farm for each acre in the wheat allotment.

B. Deduction for Failure to Achieve 90 Percent of the Sum of the War Crop Goals

In the corn area in Pennsylvania a deduction of \$15.00 will be made for each acre by which the sum of the acreage planted to war crops is less than 90 percent of the sum of the farm war crop goals if the County Committee finds that planting was not affected by abnormal weather conditions. The deduction shall be made only from the farm production adjustment allowance.

C. Deductions for Exceeding Tobacco Allotments

The deduction for exceeding the tobacco allotment shall be made from the remainder of the farm production adjustment allowance after any deduction provided for in paragraph B above has been made.

If the deduction for exceeding the tobacco allotment is in excess of the remainder of the farm production adjustment allowance, each person's share of the excess after proration of the net deduction shall be deducted from each such person's share in the production adjustment payment for any other farm in the county and may be deducted from such person's share of the production adjustment payment for any other farm in the State, if the State Committee finds that the crops grown on the farm or farms with respect to which such deductions are computed substantially offset the contribution to the program made on such other farm or farms. These deductions shall be determined as follows:

1. Farms on which the County Committee determines that any crop has been destroyed or planting interfered with by flood — No deduction.

2. Other Farms — Ten times the payment rate for each acre planted to cigar-filler (type 41) and cigar-filler and binder (except types 41 and 45) tobacco in excess of the applicable allotment.

SECTION IV. IRISH POTATO AND TRUCK CROP PAYMENTS

A. Acreage Eligible for Payment

Payments for increasing production will be made with respect to Irish potatoes and commercial truck crops for fresh consumption. Payment for each crop will be made on the acreage planted in excess of 90 percent of the farm crop goal but not to exceed the larger of 1 acre or 20 percent of the farm crop goal. However, no credit will be given for the acreage of any crop which the County Committee determines is not tended in a workmanlike manner. If no farm crop goal is determined for Irish potatoes or commercial truck crops and more than 2.7 acres are planted to the crop, the farm will be considered to have a 3 acre goal for the crop solely for the purpose of determining payments.

Only that acreage of Irish potatoes and truck crops planted between February 1, 1943 and September 1, 1943 will count in meeting the farm Irish potato goal and truck crop goal respectively.

B. Rates of Payment

The rates of payment per acre will be as follows:

Irish Potatoes — 50 cents per bushel times the program Irish potato yield for the farm

Commercial Truck Crops — \$50.00

C. Multiple Cropping

No payment for truck crops will be made if the County Committee determines that normal multiple cropping operations with respect to truck crops have not been carried out on the farm.

SECTION V. PRODUCTION PRACTICE GOALS, ALLOWANCES, PRACTICES AND RATES OF PAYMENT

A. National Goal

The national goal is the conservation of farm land, the restoration, insofar as is practicable, of a permanent vegetative cover on land unsuited to the continued production of cultivated crops, the carrying out of production practices that will conserve and improve soil fertility, will promote conservation and better utilization of water, will conserve and increase pasture forage, will prevent wind and water erosion, and will increase production of agricultural commodities required in the war effort.

B. County Goals

County goals may be established for particular production practices which are most needed in the county in order to conserve and improve soil fertility, improve pasture land, prevent wind and water erosion, promote conservation and better utilization of water and increase the production of agricultural commodities required in the war effort. The County Committee, with the approval of the State Committee, may designate those practices which will be approved for payment in the county in order that the production practice allowance will be used most effectively to bring about added conservation and to secure the carrying out of production practices most needed on farms in the county. The County Committee, with the approval of the State Committee, may specify for any group of farms in the county a proportion of the production practice allowance which may be earned only by carrying out designated production practices which are most needed and are not routine.

C. Farm Goals

Insofar as practicable, the County Committee shall determine for individual farms practices to be carried out which are not routine farming practices on the farm, but which are needed on the farm in order to conserve and improve soil fertility and prevent wind and water erosion and which will tend to accomplish the goals established for the county with respect to particular production practices.

D. Area Production Practices Allowance

The production practice allowance for any area shall be the total amount which the Agricultural Adjustment Agency estimates would be earned in the area if the production practice allowance for each

farm in the area were determined in accordance with the formula for determining farm soil-building allowances contained in the 1942 Agricultural Conservation Program Bulletin.

E. Farm Production Practice Allowance

The production practice allowance is the maximum amount of payment that may be made for carrying out production practices on the farm. With prior approval of the State Committee, landlords, tenants, or sharecroppers in any local area may combine by written agreement all or any part of the production practice allowances for their farms for the performance of any practices which the State Committee determines are necessary to conserve the agricultural resources of the community, and such practices must be carried out on one or more of the farms included in the agreement.

A production practice allowance will be established only for farms on which in 1942 there are at least 5 animal units, at least 300 pullets ranged, at least 3 acres of vegetables, potatoes, tobacco, small fruits, and commercial orchards, or at least 10 acres of cropland and commercial orchards.

For the purpose of this subsection E the following definitions apply:

Animal unit means 1 dairy or beef animal over two years, 2 dairy or beef calves under 2 years, and 5 goats, sheep, or lambs.

Vegetables include among those ordinarily considered as vegetables, dry beans and peas and corn for canning, excluding bulbs and flowers.

Commercial orchards means the acreage on the farm in planted or cultivated fruit trees, nut trees, vineyards, hops, or bush fruits (excluding non-bearing orchards and vineyards), from which the major portion of the production is normally sold.

Cropland means farm land which in 1942 was tilled or was in regular rotation, excluding any land in commercial orchards.

The production practice allowance for any farm shall be the sum of the following:

1. The allowance for liming materials, phosphate, and potash will be the sum of the following:

(i) The larger of \$2.50 per animal unit belonging on the farm at the time of enrollment, if there are on the farm at least 5 animal units.

OR

\$2.50 per 100 pullets ranged in 1942, not to exceed \$5.00 per acre of pullet range used on the farm in 1942, if at least 300 pullets were ranged.

(ii) 40 cents per acre of cropland and commercial orchards in excess of 5 acres for each unit used in computing the allowance under subdivision (i) above, if there are in the farm at least 10 acres of cropland and commercial orchards.

(iii) 80 cents per acre of vegetables, potatoes, small fruits, and commercial orchards on the farm in 1942, if there were at least 3 acres of one or more of these on the farm.

2. The allowance for other approved practices shall be the extent of such practices times the approved rates therefor.

F. Deduction for Failure to Maintain Practices under Previous Programs

The following deduction shall be regarded as a personal deduction and shall be made from any payment with respect to the same or any other farm determined for the person responsible therefor. This deduction shall be made after payments have been increased in accordance with the provisions of Section VII hereof and after deductions for county association expenses as provided in Section IX hereof:

Where the County Committee, in accordance with the instructions of the State Committee, determines that any terrace constructed, water development established, forest trees planted, or pasture established under any previous agricultural conservation program are not maintained in accordance with good farming practices; that any seeding or perennial legumes or grasses is destroyed contrary to good farming practice; or that the effectiveness of any soil-building practice carried out under any previous program is destroyed during the 1943 Program year contrary to good farming practice, a deduction shall be made equal to the payment that would be made under the 1943 Program for a similar amount of such practice.

G. Production Practices

Such of the production practices listed in NER-710 and supplements thereto for each state and approved by the County Committee may qualify for payment at the rates indicated therein when such practices are carried out under the provisions of the 1943 Program during the period and in accordance with the specifications contained in NER-710 and supplements thereto for each state.

If one-half or more of the total cost of carrying out any practice is represented by labor, seed, trees, or other materials furnished by any State or Federal agency other than the Agricultural Adjustment Agency, no payment will be made for such practice and if less than one-half of the total cost of carrying out any practice is represented

by such items, payments shall be made for one-half of such practice. Labor, seed, trees, and materials furnished to a State or political subdivision of a State or an agency thereof by an agency of the same State shall not be deemed to have been furnished by any State agency within the meaning of this paragraph.

Production practices carried out with the use of equipment furnished by the Soil Conservation Service shall not, by virtue of the use of such equipment, be deemed to have been paid for in whole or in part by a State or Federal Agency.

Trees purchased from a Clark-McNary Cooperative State Nursery shall not be deemed to have been paid for in whole or in part by a State or Federal agency. No payment will be made for planting trees furnished by the Forest Service in connection with the Prairie States Forestry Project.

SECTION VI: DIVISION OF PAYMENTS AND DEDUCTIONS

A. Payments and Deductions in Connection with Crop Acreage Allotments and Irish Potato and Truck Crop Farms

1. The net corn, tobacco and wheat payment or deduction or the payment computed for Irish potatoes or truck crops for any farm shall be divided among the landlords, tenants and sharecroppers in the same proportion that such persons are determined by the County Committee to be entitled, as of the time of harvest, to share in the proceeds (other than a fixed commodity payment) of the crop grown on the farm in 1943. This determination shall be made at the time the County Committee approves the application for payment: Provided, That if corn, tobacco or wheat is not grown on the farm in 1943 or the acreage of corn, tobacco or wheat is substantially reduced in 1943 because of uncontrollable natural causes, the net payment computed for any such crop shall be divided among the landlords, tenants and sharecroppers in the proportion that the County Committee determine such persons would have been entitled to share in the proceeds of the crop if the entire acreage in the acreage allotment for the crop had been planted and harvested in 1943; Provided further, That if an Irish potato or truck crop payment is computed for a crop for which the harvested acreage is less than the planted acreage because of uncontrollable natural causes, such payment shall be divided among the landlords, tenants and sharecroppers in the proportion that the County Committee determine such persons would have been entitled to share in the proceeds of the crop if the entire planted acreage had been harvested in 1943: Provided further, That in cases where landlords, tenants, or sharecroppers after planting but prior to harvest, lost their interest in any crop by reason of the acquisition of title to or lease of the farm for use in connection with the national war effort, the net payment (less any compensation for loss of payment) or the net deduction computed with respect to the crop shall be divided among such persons in the same proportion that the County Committee determines that such persons would have been entitled, as of the time of harvest, to share in the proceeds of the crop except for such acquisition of title or lease.

2. The deduction for failure to achieve 90 percent of the sum of the war crop goals shall be made prorata from items constituting the farm production adjustment allowance.

B. Payments in Connection with Production Practices

The amount of net payment earned in carrying out production practices shall be paid to the landlord, tenant, or sharecropper who carried out the practices. If more than one such person contributed to the carrying out of production practices on the farm under the 1943 Program, the net payment shall be divided in the proportion that the County Committee determines such persons contributed to the carrying out of the practices. In making this determination, the County Committee shall take into consideration the value of the labor, equipment, or material contributed by each person toward the carrying out of each soil-building practice on a particular acreage, assuming that each person contributed equally unless it is established to the satisfaction of the County Committee that their respective contributions thereto were not in equal proportion.

For these farms where part of the production practice allowance is determined by the production practices carried out, a separate division of payment shall be determined for such practices and for other practices.

C. Proration of Net Deductions

If the sum of the net corn, tobacco and wheat payments computed for all persons on a farm exceeds the sum of the net corn, tobacco and wheat deductions computed for all persons on the farm, the sum of the net corn, tobacco and wheat deductions computed for all persons on the farm shall be prorated among the persons on the farm for whom a net corn, tobacco and wheat payment is computed on the basis of such computed net payments. If the sum of the net corn, tobacco and wheat deductions computed for all persons on a farm equals or exceeds the sum of the net corn, tobacco and wheat payments computed for all persons on the farm, no corn, tobacco or wheat payment will be made with respect to the farm and the amount of the net corn, tobacco and wheat deductions in excess of the net corn, tobacco and wheat payments shall be prorated among the persons on the farm for whom a net corn, tobacco or wheat deduction is computed, on the basis of such computed net deductions

SECTION VII. INCREASE IN SMALL PAYMENTS

The net payment computed for any person with respect to any farm, excluding Irish potato and truck crop payments, the deductions for excess acreage on other farms, and the miscellaneous deductions, shall be increased as follows:

1. Any payment amounting to 71 cents or less shall be increased to \$1.

2. Any payment amounting to more than 71 cents but less than \$1 shall be increased by 40 percent.

3. Any payment amounting to \$1 or more shall be increased in accordance with the following schedule:

Amount of payment : computed :	Increase in : payment :	Amount of payment : computed :	Increase in : payment :
\$ 1.00 to \$ 1.99...	\$ 0.40	\$32.00 to \$32.99...	\$10.40
2.00 to 2.99...	.80	33.00 to 33.99...	10.60
3.00 to 3.99...	1.20	34.00 to 34.99...	10.80
4.00 to 4.99...	1.60	35.00 to 35.99...	11.00
5.00 to 5.99...	2.00	36.00 to 36.99...	11.20
6.00 to 6.99...	2.40	37.00 to 37.99...	11.40
7.00 to 7.99...	2.80	38.00 to 38.99...	11.60
8.00 to 8.99...	3.20	39.00 to 39.99...	11.80
9.00 to 9.99...	3.60	40.00 to 40.99...	12.00
10.00 to 10.99...	4.00	41.00 to 41.99...	12.10
11.00 to 11.99...	4.40	42.00 to 42.99...	12.20
12.00 to 12.99...	4.80	43.00 to 43.99...	12.30
13.00 to 13.99...	5.20	44.00 to 44.99...	12.40
14.00 to 14.99...	5.60	45.00 to 45.99...	12.50
15.00 to 15.99...	6.00	46.00 to 46.99...	12.60
16.00 to 16.99...	6.40	47.00 to 47.99...	12.70
17.00 to 17.99...	6.80	48.00 to 48.99...	12.80
18.00 to 18.99...	7.20	49.00 to 49.99...	12.90
19.00 to 19.99...	7.60	50.00 to 50.99...	13.00
20.00 to 20.99...	8.00	51.00 to 51.99...	13.10
21.00 to 21.99...	8.20	52.00 to 52.99...	13.20
22.00 to 22.99...	8.40	53.00 to 53.99...	13.30
23.00 to 23.99...	8.60	54.00 to 54.99...	13.40
24.00 to 24.99...	8.80	55.00 to 55.99...	13.50
25.00 to 25.99...	9.00	56.00 to 56.99...	13.60
26.00 to 26.99...	9.20	57.00 to 57.99...	13.70
27.00 to 27.99...	9.40	58.00 to 58.99...	13.80
28.00 to 28.99...	9.60	59.00 to 59.99...	13.90
29.00 to 29.99...	9.80	60.00 to 185.99...	14.00
30.00 to 30.99...	10.00	186.00 to 190.99...	(1)
31.00 to 31.99...	10.20	200.00 and over...	(2)
:	:	:	:

(1) Increase to \$200

(2) No increase

SECTION VIII. PAYMENTS LIMITED TO \$10,000

Gross payments, exclusive of Irish potato and Truck Crop payments will be limited to \$10,000 by States for individuals, partnerships and estates and to \$10,000 for the United States for other persons.

SECTION IX. DEDUCTION FOR ASSOCIATION EXPENSES

There shall be deducted prorata from the payments with respect to any farm other than Irish Potato and Truck Crop payments all or such part as the Secretary may prescribe of the estimated administrative expenses incurred or to be incurred by the County Agricultural Conservation Association in the county in which the farm is located.

SECTION X. CONSERVATION MATERIALS

Wherever it is found practicable, limestone, superphosphate, trees, seeds, terracing, and other farming materials and services may be furnished in lieu of payments by the Agricultural Adjustment Agency to be used in carrying out approved production practices on the farm.

These materials or services will be furnished to the producer by the Agricultural Adjustment Agency either directly or through the medium of a purchase order executed on a form prescribed by the Agricultural Adjustment Agency in accordance with instructions contained in Bulletin NER-711.

Wherever the materials or services are furnished a deduction shall be made in an amount determined by the Agricultural Adjustment Agency on the basis approved by the Secretary. If the producer uses any such material in a manner which is not in substantial accord with the purpose for which it was furnished, an additional deduction for the material misused equal to the amount of the original deduction for the material shall be made.

The deduction for materials or services shall be made from any payment due the person who obtained the materials or services on the same or any other farm in the county. If the amount of the deduction for materials or services exceeds the amount of the payment for the producer subject to deduction, the amount of the difference shall be paid by the producer to the Secretary:

Provided, That, deductions for any deficit will be made insofar as possible from payments computed for other persons on the farm with respect to which such materials or services were furnished.

Notwithstanding any other provisions of this bulletin, conservation materials or services furnished may be in lieu of the entire payment for the farm. Conservation materials so furnished shall be limited to farms with respect to which the only payment which may be earned is for carrying out production practices; or the producer foregoes any production adjustment payment and Irish Potato and Truck Crop payments.

SECTION XI. GENERAL PROVISIONS RELATING TO PAYMENTS

A. Payment Restricted to Effectuation of Purposes of the Program

All or any part of any payment which otherwise would be computed for any person under the 1943 Program may be withheld or required to be returned if: (a) he adopts or has adopted any practice which tends to defeat any of the purposes of the 1943 or previous agricultural conservation programs; (b) by means of any corporation, partnership, estate, trust, or any other device, or in any manner whatsoever, he has offset, or has participated in offsetting, in whole or in part, the performance for which such payment is otherwise authorized; or (c) with respect to grazing land, forest land, or woodland owned or controlled by him, he adopts or has adopted any practice which is contrary to sound conservation practices.

Practices which tend to defeat the purposes of the 1943 Program and the amount of payment which shall be withheld or required to be refunded in each such case shall include, but shall not be limited to, the following cases:

<u>Practice</u>	<u>Amount to be withheld or refunded</u>
(1) A landlord or operator, including the landlord of a cash or standing or fixed rent tenant, either by oral or written lease or operating agreement, or by an oral or written agreement supplementary thereto, requires by coercion or induces by subterfuge his tenant or sharecropper to agree to pay to such landlord or operator all or a portion of any Government payment which the tenant or sharecropper has received or is to receive for participating in the 1943 Agricultural Conservation Program.	The entire payment for the landlord or operator with respect to the farm.
(2) A landlord or operator requires that his tenant or sharecropper pay, in addition to the rental customarily paid in the community for similar land and use, a sum of money or anything or service of value equivalent to all or a portion of the Government payment which may be, is being, or has been earned by the tenant or sharecropper.	The entire payment for the landlord or operator with respect to the farm.

<u>Practice</u>	<u>Amount to be withheld or refunded</u>
(3) A landlord or operator knowingly omits the names of one or more of his landlords, tenants, or sharecroppers on an application for payment form or other official document required to be filed in connection with the 1943 Agricultural Conservation Program, or knowingly shows incorrectly his or their acreage shares of a crop, or shares of production practices or otherwise falsifies the record required therein to be submitted in respect to a particular farm.	The entire payment for the landlord or operator with respect to the farm.
(4) A landlord or operator requires his tenant or sharecropper to execute an assignment, ostensibly covering advances of money or supplies to make a current crop, but actually for a purpose not permitted by the assignment regulations.	The entire payment for the landlord or operator with respect to the farm.
(5) A person complies with the provisions of the program on a farm or farms operated by him as an individual, but causes or fails to prevent the substantial offsetting of such performance by the farming operations, of a partnership, association, estate, corporation, trust, or other business enterprise in which he has a financial interest and the policies of which he is in a position to control.	The amount of the net deductions computed for the business enterprise, not to exceed his share of the production adjustment payment for the farm operated by him as an individual.
(6) A partnership, association, estate, corporation, trust, or other business enterprise carries on its operations so as to qualify for payment, but one of the persons who is interested in and in a position to control the operations or policies of the business enterprise, substantially offsets such performance by his individual operations.	The portion of the production adjustment payment for the business enterprise which the State committee finds or estimates is commensurate with the person's interest in the enterprise.

Practice(Cont'd)Amount to be withheld or refunded(Cont'd)

(7) A person operates farms in two or more States and substantially offsets his performance in one State by overplanting his farm in another State.

The net amount of the deduction which would be made from the person's production adjustment payment for the overplanting if the farms were in the same state.

(8) A person rents land for cash, standing, or fixed rent to another person who he knows or has good reason to believe will offset such person's performance by substantially overplanting the acreage allotment for the farm which includes such rented land.

The net amount of the deduction which would be computed if the person were entitled to receive all the crops planted on the land so rented, not to exceed his share of the production adjustment payment for the farms operated by him.

(9) A person participates in the planting, production, or harvesting of a crop on a farm other than a farm in which he admits having an interest. (A person shall be considered to be participating in the planting, production, or harvesting of a crop if the committee finds that he furnished labor, machinery, workstock, or financial assistance for the planting, production, or harvesting of such crop and that he has a financial interest in such crop.)

The proportion of the net amount of the deduction which would be computed for the farm which the committee determines was such person's interest in the crops planted, produced, or harvested, not to exceed his share of the production adjustment payment for the farm in which he admits having an interest.

(10) A tenant, in settling his obligations under a written or oral contract or agreement supplemental or collateral thereto, pays or renders cash, standing rent or fixed rent, or a share of the crop, or any service or thing of value, aggregating in value in excess of the rental customarily paid in the community for similar land and use, thereby diverting to the landlord or operator the whole or any part of any Government payment which the tenant is entitled to receive. The application of this rule shall be subject to the approval of the Director of the Northeast Division.

The entire payment for the tenant with respect to the farm and the entire payment for the landlord or operator with respect to all of his farms under the program involved: Provided, however, That, where a tenant is renting for a share of the crop only and the tenant's share is 60 percent or less, only the landlord's or operator's payments shall be withheld or recovered.

<u>Practice</u>	<u>Amount to be withheld or refunded</u>
(11) A landlord or operator forces or causes, by coercion, subterfuge, or in any manner whatsoever, a tenant or sharecropper to abandon a crop prior to harvest for the purpose of obtaining the share of the Government payment that would otherwise be made to the tenant or sharecropper with respect to such crop.	The entire payment for the landlord or operator with respect to the farm.
(12) A person misuses or participates in the misuse of a marketing card with respect to any commodity for which marketing quotas are in effect or fails to file or knowingly falsifies any report required by or under the regulations pertaining to marketing quotas for the 1943-44 marketing year.	The entire payment for such person with respect to the farm.
(13) A person whose maximum payment computed without regard to the \$10,000 limitation is in excess of \$10,000 adopts practices which result in a substantial difference between the maximum payment so computed and the payment after applying all applicable deductions except the \$10,000 limitation and the deduction for administrative expenses.	The net payment shall not exceed that amount which is the same percentage of \$10,000 as the payment computed after applying all applicable deductions, except the \$10,000 limitations and deductions for administrative expenses, is of the maximum payment computed without regard to the \$10,000 limitation, provided the State Committee with the approval of the Director of the Northeast Division and the Agricultural Adjustment Agency finds that the practices adopted apart from the net performance rendered tend to defeat the purposes of the program.
No payment will be made to any person with respect to any farm which he owns or operates in a county if the County Committee finds that he has been negligent and careless in his farming operations by failing to carry out approved erosion-control measures on land under his control to the extent that any part of such land has become an erosion hazard during the 1943 program year to other land in the community in which such farm is located.	

B. Payment Computed and Made without Regard to Claims

Any payment or share of payment shall be computed and made without regard to questions of title under State law; without deduction of claims for advances (except as provided in subsection D of this section, and except for indebtedness to the United States subject to set-off under orders issued by the Secretary); and without regard to any claim or lien against any crop, or proceeds thereof, in favor of the owner or any other creditor.

C. Changes in Leasing and Cropping Agreements, Reduction in Number of Tenants, and other Devices

If on any farm in 1943 any change in the arrangements which existed on the farm in 1942 is made between the landlord or operator and the tenants or sharecroppers and the change would cause a greater proportion of the payments for special crops to be made to the landlord or operator under the 1943 Program than would have been made to the landlord or operator for performance on the farm under the 1942 Program, payments to the landlord or operator for special crops under the 1943 Program with respect to the farm shall not be greater than the amount that would have been paid to the landlord or operator if the arrangements which existed on the farm in 1942 had been continued in 1943, unless the County Committee certifies that the change is justified and approves the change.

If on any farm the number of sharecroppers or share tenants in 1943 is less than the average number on the farm during the three years 1940 to 1942 and the reduction would increase the payments for special crops that would otherwise be made to the landlord or operator, such payments to the landlord or operator shall not be greater than the amount that would otherwise be made, unless the County Committee certifies that the reduction is justified and approves the reduction.

The action of the County Committee under this subsection C is subject to approval or disapproval by the State Committee.

If the State Committee finds that any person who files an application for payment pursuant to the provisions of the 1943 Program has employed any other scheme or device (including coercion, fraud, or misrepresentation), the effect of which would be or has been to deprive any other person of any payment under any agricultural conservation program to which such person would normally be entitled, the Secretary may withhold, in whole or in part, from the person participating in or employing such a scheme or device, or require him to refund in whole or in part, the amount of any payment which has been or would otherwise be made to him in connection with the 1943 Program.

D. Assignments

Payments other than Irish Potato and Truck Crop payments may be assigned in accordance with the instructions in ACP-70, Revised or Amended.

E. Operated Farms

Production adjustment payments will be made only with respect to farms that are operated. A farm will not be considered to be operated unless an acreage equal to at least one-half the sum of the 1943 corn, tobacco, and wheat allotments established for the farm is devoted to one or more of the following uses:

- (i) Planted or seeded to a crop in 1943
- (ii) A crop other than biennial or perennial hay is harvested in 1943
- (iii) Green manure crops are plowed or disked under during 1943 program year.

The farm will also be considered to be operated if the State Committee finds that none of the operations 1, 2, and 3 above were carried out because of conditions beyond the control of the operator, or if upon recommendation of the State Committee, the Director of the Northeast Division finds that the farm is actually being operated in 1943.

SECTION XII. APPLICATION FOR PAYMENT

A. Persons Eligible to File Applications

An application for payment with respect to a farm may be made by any person for whom, under the provisions of Section VI, a share in the payment with respect to the farm may be computed.

B. Time and Manner of Filing Application and Information Required

Payment will be made only upon application submitted on the prescribed form to the county office. Payment may be withheld from any person who fails to file any form or furnish any information required with respect to any farm which such person is operating or renting to another person for a share of the crops grown thereon or for cash or standing rent. Any application for payment may be rejected if any form of information required of the applicant is not submitted to the county office within the time fixed by the Director of the Northeast Division. At least two weeks' notice to the public shall be given of the expiration of a time limit for filing prescribed forms or required information, and any time limit fixed shall be such as affords a full and fair opportunity to those eligible to file the form or information within the period prescribed. Such notice shall be given by mailing the same to the office of each County Committee and making copies of the same available to the press.

C. Applications for Other Farms

If a person makes application for payment or is furnished conservation materials or services in lieu of payment with respect to a farm in a county and has the right to receive all or a portion of the crops or proceeds therefrom produced on any other farm in the county for which a deduction could be computed under the program, he must make application for payment with respect to all such farms. Upon request of the State Committee, any person shall file with the committee such information as it may request regarding any other farm in the State with respect to which he has the right to receive all or a portion of the crops or proceeds thereof or which he rents to another.

SECTION XIII. APPEALS

Any person may, within 15 days after notice thereof is forwarded to or made available to him, request the County Committee in writing to reconsider its recommendation or determination in any of the following matters respecting any farm in the operation of which he has an interest as landlord, tenant, or sharecropper: (a) eligibility to file an application for payment; (b) any acreage allotment, war crop goal, production goal, program or actual yield, measurement, or production practice allowance; (c) the division of payment; or (d) any other matter affecting the right to or the amount of his payment with respect to the farm. The County Committee shall notify him of its decision in writing within 15 days after receipt of such written request for reconsideration. If he is dissatisfied with the decision of the County Committee he may, within 15 days after such decision is forwarded to or made available to him, appeal in writing to the State Committee. The State Committee shall notify him of its decision in writing within 30 days after the submission of the appeal. If he is dissatisfied with the decision of the State Committee, he may, within 15 days after its decision is forwarded to or made available to him, request the Director of the Northeast Division to review the decision of the State Committee.

Written notice of any decision rendered under this section by the County or State Committee shall also be issued to each person known to it who, as landlord, tenant, or sharecropper having an interest in the operation of the farm, may be adversely affected by the outcome of any request for reconsideration or appeal may appeal the matter further but any person who, as landlord, tenant, or sharecropper having an interest in the operation of the farm; would be affected by the decision to be made on any reconsideration by the County Committee or subsequent appeal shall be given a full and fair hearing if he appears when the hearing thereon is held.

SECTION XIV. DEFINITIONS

For the purpose of the 1943 Program, unless the context otherwise requires:

A. Officials

1. Secretary means the Secretary of Agriculture of the United States.

2. State Committee or State Agricultural Conservation Committee means the group of persons designated within any State to assist in the administration of the Agricultural Conservation Programs in that State.

3. County Committee or County Agricultural Conservation Committee means the group of persons elected with any county to assist in the administration of the Agricultural Conservation Programs in that county.

B. Region

Northeast Region means the area included in the States of Connecticut, Maine, Massachusetts, New Hampshire, New Jersey, New York, Pennsylvania, Rhode Island and Vermont.

C. Farms

Farm means all adjacent or nearby farmland under the same ownership which is operated by one person, including also:

1. Any other adjacent or nearby farmland which the County Committee, in accordance with instructions issued by the Agricultural Adjustment Agency, determines is operated by the same person as part of the same unit with respect to the rotation of crops and with work-stock, farm machinery, and labor substantially separate from that for any other lands; and

2. Any field-rented tract (whether operated by the same or another person) which, together with any other land included in the farm constitutes a unit with respect to the rotation of crops.

A farm shall be regarded as located in the county or administrative area, as the case may be, in which the principal dwelling is situated, or if there is no dwelling thereon, it shall be regarded as located in the county or administrative area, as the case may be, in which the major portion of the farm is located.

D. Miscellaneous

1. Person means an individual, partnership, association, corporation, estate, or trust, or other business enterprise or other legal entity, and wherever applicable, a State, a political subdivision of a State, or any agency thereof.

2. Landlord or owner means a person who owns land.

3. Sharecropper means a person who works a farm in whole or in part under the general supervision of the operator and is entitled to receive for his labor a share of a crop produced thereon or of the proceeds thereof.

4. Tenant means a person other than a sharecropper who rents land from another person (whether or not he rents such land or part thereof to another person).

5. Noncrop open pasture land means pasture land (other than rotation pasture land) on which the predominant growth is forage suitable for grazing and on which the number of grouping of any trees or shrubs is such that the land could not fairly be considered as woodland.

SECTION XV. AUTHORITY, AVAILABILITY OF FUNDS AND APPLICABILITY

A. Authority

This program is authorized by the Soil Conservation and Domestic Allotment Act, as amended, and Section 32, Public No. 320, 74th Congress.

B. Availability of Funds

The amount of payment to be made under this program depends upon the appropriation Congress may herefor provide and the extent of participation in the program.

The funds provided for the 1943 Program will not be available for the payment of applications filed in the County office after June 30, 1945.

C. Applicability

The provisions of the 1943 Program contained herein, except Section 8 are not applicable to any department or bureau of the United States Government and any corporation wholly owned by the United States; and grazing lands owned by the United States which were acquired or reserved for conservation purposes or which are to be retained permanently under Government ownership. Such lands include, but are not limited to, lands owned by the United States which are administered under the Taylor Grazing Act or by the Forest Service or the Soil Conservation Service of the United States Department of Agriculture or by the Bureau of Biological Survey of the United States Department of the Interior.

The program is applicable to lands owned by corporations which are only partly owned by the United States, such as Federal Land Banks and Production Credit Associations.

The 1943 Program is also applicable to any land which, although owned by the United States or a corporation wholly owned by it, is to be

temporarily under such Government or corporation ownership and was not acquired or reserved for conservation purposes. Such land shall include that administered by the Farm Security Administration, the Reconstruction Finance Corporation, the Home Owners' Loan Corporation, or the Federal Farm Mortgage Corporation, or by any other Government Agency which the Agricultural Adjustment Agency finds complies with all provisions of the preceding sentence. The 1943 Program will also be applicable to any cropland farmed by private persons which is owned by the United States or a corporation wholly owned by it if the Congress so provides.

Indian lands are within the scope of the program.

A. W. Manchester

A. W. Manchester
Director, Northeast Division

Reserve

1.42

n-76B

NER-700-Supplement No. 1
Pennsylvania

Issued September 2, 1943

UNITED STATES DEPARTMENT OF AGRICULTURE
Agricultural Adjustment Agency
Northeast Region

SEP 10 1943
U.S. DEPARTMENT OF AGRICULTURE

Section V, Subsection E of NER-700, "Northeast Region Handbook" is amended by adding the following new item 3 at the end of the subsection:

SECTION V. PRODUCTION PRACTICE GOALS, ALLOWANCES, PRACTICES
AND RATES OF PAYMENT

E. Farm Production Practice Allowance

3. In Pennsylvania the allowance shall be increased by the cost of the liming material furnished as conservation material after July 24 and after the allowance computed under item 1 above has been earned.

A. W. Manchester

Director, Northeast Region

1.42
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PRELIMINARY

NER-701

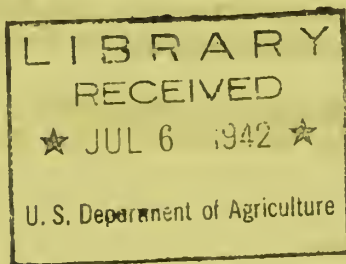
Issued May 13, 1942

UNITED STATES DEPARTMENT OF AGRICULTURE
Agricultural Adjustment Agency
Northeast Division

PROCEDURE FOR DETERMINING 1943 WHEAT ACREAGE
ALLOTMENTS AND YIELDS

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SECTION I. GENERAL PROVISIONS

1943 wheat acreage allotments and yields will be determined for all farms on which wheat was planted during any of the years 1940, 1941, or 1942, and also, upon request of the owner or operator, for any farm on which wheat will be planted for harvest in 1943. The listing of necessary data should be completed and preliminary allotments and yields should be determined immediately in order that approved farm allotments may be determined without delay upon receipt of county allotments for 1943. Complete program provisions and instructions for notifying farmers of 1943 wheat allotments will be issued later.

In crop insurance counties yields will be determined on form FCI-303-W, in accordance with FCI-301-W, "1943 County Yield and Rate Procedure", and allotments either on form NED-24 or on form FCI-303-W, according to the determination of the State office. In non-crop insurance counties 1943 wheat acreage allotments and yields will be determined on forms NED-24.

SECTION II. DETERMINATION OF ALLOTMENTS FOR OLD FARMS

Entries will be made on form NED-24 or on FCI-303-W, in accordance with the following procedure.

In counties where annual wheat acreage figures for the years 1940, 1941, and 1942 have not been relisted on forms NED-53 the 1942 acreage, insofar as it has been determined prior to the determination of 1943 allotments, should be entered for each farm in Column 7 of NED-24 for 1943 wheat. In such counties the 1940 and 1941 acreages should appear on previous years' listing sheets and be available for use in determining 1943 allotments. The 1942 acreage should not be listed on NED-24 in counties where it is already listed on NED-53.

Column 8 of NED-24 or Column 31 of FCI-303-W. "1942 Allotment". The final 1942 wheat acreage allotment determined for the farm should be entered in this column, except that in counties where 1942 wheat acreage allotments were determined only for farms with usual acreages of 10 acres or more, the usual acreages for all farms, rather than the allotment, should be entered in this column and the column heading should be revised to "1942 Usual".

Column 9 of NED-24 or Column 7 of FCI-303-W. "Total Cropland". Enter in this column the most recently determined total acreage of cropland for the farm.

Column 10. Leave blank.

Column 11. Leave blank.

Column 12 of NED-24 or Column 32 of FCI-303-W. "Community Committee Recommendation". The 1943 allotment or usual acreage as recommended by the appropriate community committeemen should be obtained and entered in this column either before or after recommendations of the county committee are entered in Column 13.

Column 13 of NED-24 or Column 33 of FCI-303-W. "County Committee Recommendation". The 1943 allotment as recommended by the county committee for each farm will be entered in this column, except that in counties where 1942 usual acreages rather than allotments are entered in Column 8 the 1943 usual acreage as recommended by the county committee will be entered in Column 13. Do not enter allotments for some farms and usuals for other farms in the same county. If the county committee determines that the allotments (or usual acreages) determined for 1942 are still applicable and represent the proper relationship between farms, such allotments (or usual acreages) may be entered in Column 13 as the recommended allotments (or usual acreages) for 1943. In making this determination the county committee will consider all pertinent information which has become available since the 1942 allotments were determined, such as the 1942 acreage of wheat on the farm, a change in the cropland on the farm, changes in crop rotation practices, and general farming operations.

If on the basis of the above factors the county committee determines that the 1942 allotment (or usual acreage) for any farm is not representative for 1943, a revised 1943 allotment (or usual acreage) will be determined by the county committee and entered in Column 13. Such a revision will be made by comparing the farm with one or more other farms which are similar with respect to the above factors and for which the 1942 allotment (or usual acreage) is still determined to be representative for 1943, or a new 1943 allotment may be determined by applying the county allotment factor for 1942 to the average annual acreage of wheat planted on the farm during the three years 1940, 1941, and 1942; after eliminating any of such years which are determined not to be typical for the farm.

Column 14. Leave blank.

Column 15 of NED-24 or Column 34 of FCI-303-W. "Approved Allotment". Regardless of whether recommended 1943 allotments or 1943 usual acreages have been entered in Column 13, there will be entered in Column 15 a 1943 allotment for each farm. These allotments will be determined by multiplying the entry in Column 13 by a factor arrived at by dividing the total 1943 county wheat allotment (less a reserve of not to exceed 3 percent for new farms and adjustments) by the total of Column 13. Such factors should be entered in the heading of Column 15. All allotments entered in this column should be rounded to the nearest whole number.

Column 16 of NED-24 or Column 35 of FCI-303-W. "Final Allotment". If the approved allotment as entered in Column 15 is adjusted upon appeal of the farmer, after the issuance of notice to farmers of their 1943 allotments, such finally adjusted allotments should be entered in Column 16. All entries in Column 16, representing adjusted allotments, must be supported by a properly executed copy of form NED-33 (Record of Adjustments) on file in the county office.

SECTION III. DETERMINATION OF ALLOTMENTS FOR NEW FARMS

A separate listing shall be made of farms on which wheat was not planted for harvest in any of the years 1940, 1941, or 1942 but for which wheat acreage allotments are requested for 1943 prior to September 1, 1942. The allotments determined for such farms shall be comparable with the 1943 allotments determined for other farms which are similar with respect to the acreage of cropland on the farm, type of soil and topography, provided that the 1943 wheat allotment for any such farm shall not exceed the wheat allotment requested by the farmer. The sum of such new farm allotments cannot exceed 3 percent of the county acreage allotment.

SECTION IV. DETERMINATION OF 1943 YIELDS

A. In Crop Insurance Counties.

In counties where 1943 yields are computed on form FCI-303-W, in accordance with Federal Crop Insurance procedure, such yields will be used for purposes of the 1943 program.

B. In Non-Crop Insurance Counties.

In counties where 1943 wheat yields are not determined in accordance with Federal Crop Insurance procedure, 1943 program yields will be determined on form NED-24 in the following manner:

Column 17. Preliminary Yield. Enter the program yield for the farm recommended by the county committee. This recommended yield will be the yield which the county committee determines could normally be expected after considering all available facts--such as production practices, type of soil, general fertility of the land, the yield customarily made on the farm, and the normal yield for other similar farms. The 1943 program yield may be the same yield as was determined for the farm for 1942 if considered by the county committee to be equitable.

Column 18. Total Yield. Multiply the approved allotment as shown in Column 15 by the preliminary yield for the farm as entered in Column 17, and enter the result in Column 18.

Column 19. Approved Yield. The total of all the entries in Column 18 will be divided by the total of all the entries in Column 15. If the result thus obtained does not exceed the approved county average yield, the yields entered in column 17 may be regarded as the approved yields. If, however, the result thus obtained does exceed the county average yield, approved yields will be entered in Column 19, the weighted average of which does not exceed the approved county average yield. Any adjustments in the yields entered in Column 19 made after the State office audit of allotments and yields will be made by drawing a line through the original entry and entering the revised yield in the same space in Column 19. Any such revised yields must be supported by a properly executed copy of NED-33 (Record of Adjustments) on file in the county office.

SECTION V. COUNTY OFFICE RECORD OF ALLOTMENT RESERVE
AND REVISION IN ALLOTMENTS AND YIELDS

When the county listing sheets are returned after audit by the State office, they will be accompanied by a copy of NED-32 (Allotment Plus and Minus Talley Sheet) with the heading completed and the amount of allotment available for adjustments in individual farm allotments then listed on the listing sheets. Thereafter, the NED-32 will be maintained by the county office in accordance with the following instructions so that Form NED-32 will at all times indicate the amount of allotment which is available to make adjustments in individual farm allotments. Entries will be made on NED-32 at the time each individual allotment is adjusted.

Serial Number. Enter in this column the farm serial number for each farm for which the farm allotment is either increased or decreased after the listing sheets have been returned by the State office.

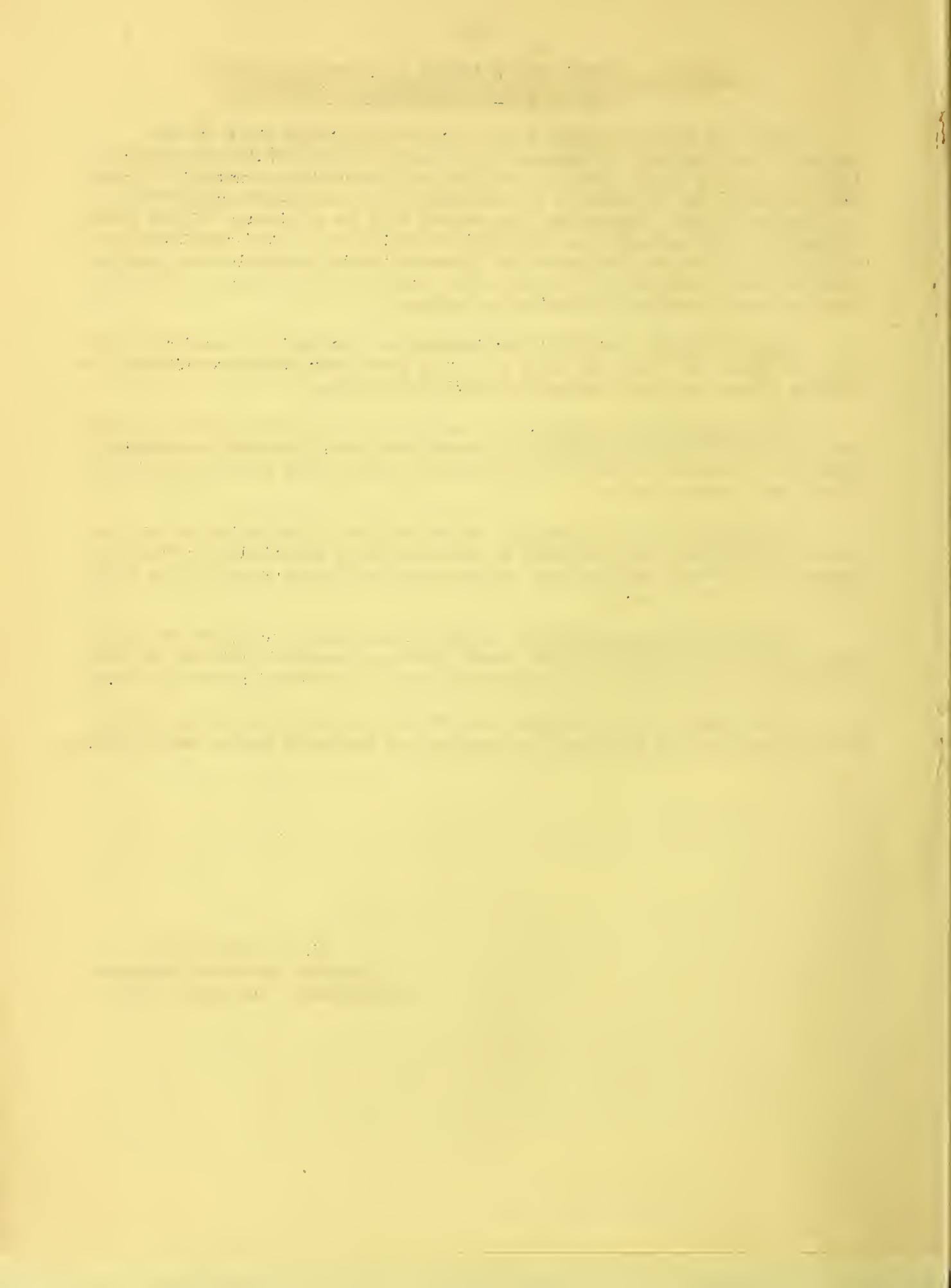
Increase in Farm Allotments. Enter in this column opposite the farm serial number the number of acres by which the farm allotment is increased above the allotment for the farm as shown on the listing sheets at the time of the State office audit.

Decrease in Farm Allotments. Enter in this column opposite the farm serial number the number of acres by which the farm allotment is decreased below the allotment for the farm as shown on the listing sheet at the time of the State office audit.

County Allotment Available. Enter in this column opposite the farm serial number the balance of the county allotment reserve after it has been increased or decreased by the adjustment made in individual farm allotments.

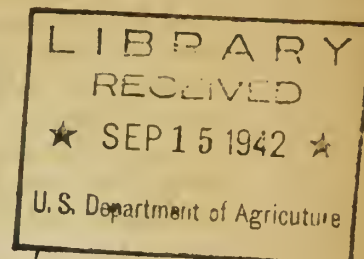
Form NED-32 will be checked and verified at intervals by the farmer fieldman and must at all times be complete and available in the county office.

A. W. Manchester
Director, Northeast Division
Agricultural Adjustment Agency



UNITED STATES DEPARTMENT OF AGRICULTURE
Agricultural Adjustment Agency
Northeast Division

PROCEDURE FOR DETERMINING 1943 WHEAT ACREAGE
ALLOTMENTS AND YIELDS



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SECTION VI. ALLOTMENTS FOR FARMS ACQUIRED BY THE UNITED STATES

The following procedure will be followed in connection with wheat acreage allotments for farms which have been acquired since January 1, 1940, by the United States for National Defense purposes, and for farms operated in 1943 by persons who were the owners of farms so acquired by the United States:

1. Determine 1943 wheat acreage allotments for such farms in the same manner as allotments would be determined if the farms had not been acquired by the United States.
2. Prepare and submit to the State office a separate listing of farms acquired by the United States for which 1943 wheat acreage allotments have been determined, showing-- (a) farm serial number, (b) name of owner (and operator, if other than owner), (c) acreage of cropland, and (d) the 1943 wheat acreage allotment determined for the farm.
3. Delete from the regular wheat listing sheets the wheat allotments and acreage data for farms so acquired by the United States and reduce the county wheat acreage allotment available for all listed farms by the amount of the sum of the 1943 wheat acreage allotments determined for such farms.

The wheat acreage allotments thus released to the State office will constitute a State pool to be reallocated by the State committee for use by county committees in determining allotments, only for farms operated by producers who were formerly owners of farms acquired by the United States for National Defense purposes.

4. Acreage may be obtained by the county committee from the State pool for determining 1943 wheat acreage allotments only for farms operated in 1943 by persons who were formerly owners of farms acquired since January 1, 1940, by the United States for National Defense purposes. The allotments determined for such farms, including farms on which wheat was not planted for harvest in any of the years 1940, 1941, or 1942, should be similar to the allotments determined for other farms in the same community which are similar except for the past acreage of wheat.

SECTION VII. NOTICES TO FARMERS

As soon as possible after receipt of these instructions, and in any event prior to the time wheat for harvest in 1943 is planted in the county, form ACP-134-NER, "Notice of 1943 Wheat Acreage Allotment, Yield and Premium Rates", should be prepared and furnished to the operator of each farm for which a 1943 wheat acreage allotment has been determined.

In addition to entering on form ACP-134-NER the information for which spaces are provided, one of the following statements will either be typed in the center of the form or prepared on a separate sheet and attached to form ACP-134-NER.

Statement for farms with allotments of more than 15 acres:

"If you want to put your 1943 wheat under loan, do not plant more wheat than your allotment.

"If you plant more, you will be subject to a quota penalty and a deduction under the Agricultural Conservation Program."

Statement for farms with allotments of 15 acres or less:

"If you want to put your 1943 wheat under loan or to be eligible for a parity payment in case one is made, do not plant more than your allotment.

"However, you may plant up to 15 acres of wheat without being subject to a marketing quota penalty or a deduction from your Agricultural Conservation payment."

SECTION VIII. PREPARATION OF ALLOTMENT CHECK SHEETS

As soon as final adjustments have been made in 1943 wheat acreage allotments, but in any event not later than October 1, 1942, form NED-103, "Allotment Check Sheet", will be prepared in accordance with instructions issued by the State office, and forwarded to the State office.

SECTION IX. ADJUSTMENTS IN ACREAGE ALLOTMENTS AND YIELDS

A. Final Date

No 1943 wheat acreage allotments will be determined and no adjustments in 1943 wheat acreage allotments or yields will be made for any farm after wheat is planted on the farm for harvest in 1943, or September 15, 1942.

whichever date is earlier, except that later adjustments may be made to correct for changes in the farming unit where such changes result in a farming unit which is determined by the county committee to be a farm as defined under the 1943 Agricultural Conservation Program.

Under this provision allotments should be adjusted for this final date only by reason of changes in the control of land for which allotments have previously been determined. Increases in allotments should not be made to take care of acreages of wheat not covered by an allotment and added to the farm by purchase or lease after the final date for making adjustments.

B. Record of Adjustments

Form NED-33, "Record of Adjustments", will be prepared for all adjustments made in acreage allotments or yields after the State office audit. Adjustments made prior to the submission to the State office of forms NED-103, "Allotment Check Sheet", will be supported by one copy of form NED-33 filed in the county office. All adjustments made after the submission to the State office of NED-103 must be supported by two copies of NED-33, one copy to be retained in the county office, and one copy to be forwarded immediately upon completion to the State office. Form NED-33 should in all cases be prepared so as to show the adjustment requested by the farmer, the adjustment made, and the reason therefor.

A. W. Manchester
Director, Northeast Division

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NCR-701

Supplement No. 1 (Indiana)

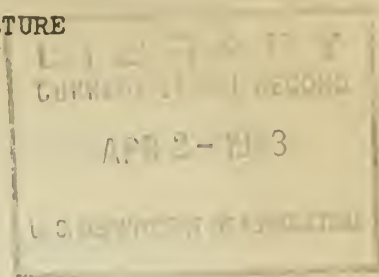
Issued January 30, 1943

UNITED STATES DEPARTMENT OF AGRICULTURE
AGRICULTURAL ADJUSTMENT AGENCY
North Central Division

PRODUCTION PRACTICES

INDIANA

1943 Farm Program



The county committee, with the approval of the State committee, may designate those practices which will be approved for payment in the county in order that the soil-building allowance will be used most effectively to bring about added conservation and to secure the carrying out of soil-building practices most needed on farms in the county. The county committee, with the approval of the State committee, may specify for any group of farms in the county a proportion of the soil-building allowance which may be earned only by carrying out designated soil-building practices which are most needed and are not routine.

1. Fertilizers. Application of the following fertilizers when such materials are applied (1) to old stands of biennial and perennial legumes, perennial grasses, or permanent pasture, provided the acreage on which such applications are made is not devoted to or cultivated for any other crop during the program year; (2) to new seedings of biennial or perennial legumes, perennial grasses, winter legumes, lespedeza, or permanent pasture, except that only one-half credit will be given if wheat is used as a nurse crop (no credit will be given for materials furnished by the Agricultural Adjustment Agency applied to a seeding if wheat is used as a nurse crop); (3) to green manure crops in orchards; and (4) to gardens used solely for home use.

- (a) 100 pounds of available P_{205} .
\$5.25.
- (b) 100 pounds of available K_2O .
\$4.20.
- (c) 100 pounds of basic slag, rock, or colloidal phosphate.
\$0.55.
- (d) 100 pounds of 0-20-0 fertilizer.
\$1.05.
- (e) 100 pounds of 0-18-0 fertilizer.
\$0.95.
- (f) 100 pounds of 0-14-14 mixed fertilizer.
\$1.50.

1. Fertilizers (Cont'd.)

- (g) 100 pounds of 0-14-7 mixed fertilizer.
\$1.25.
- (h) 100 pounds of 0-12-12 mixed fertilizer.
\$1.40.
- (i) 100 pounds of 0-16-8 mixed fertilizer.
\$1.45.
- (j) 100 pounds of 0-10-20 mixed fertilizer.
\$1.60.
- (k) 100 pounds of 0-20-10 mixed fertilizer.
\$1.70.
- (l) 100 pounds of 0-9-27 mixed fertilizer.
\$1.85.
- (m) 100 pounds of 0-12-24 mixed fertilizer.
\$1.90.
- (n) 100 pounds of 0-20-20 mixed fertilizer.
\$2.15.
- (o) 100 pounds of 0-12-36 mixed fertilizer.
\$2.40.
- (p) 100 pounds of 2-12-6 mixed fertilizer.
\$1.15.
- (q) 100 pounds of 2-8-16 mixed fertilizer.
\$1.35.
- (r) 100 pounds of 2-16-8 mixed fertilizer.
\$1.45.
- (s) 100 pounds of 3-12-12 mixed fertilizer.
\$1.40.
- (t) 100 pounds of 3-9-18 mixed fertilizer.
\$1.50.
- (u) 100 pounds of 3-18-9 mixed fertilizer.
\$1.55.

1. Fertilizers. (Cont'd.)

- (v) 100 pounds of 4-10-6 mixed fertilizer. \$1.05.
(w) 100 pounds of 4-12-4 mixed fertilizer. \$1.05.
(x) 100 pounds of 4-24-12 mixed fertilizer. \$2.00.
(y) 100 pounds of 0-6-4 mixed fertilizer. \$0.75.

2. Liming Materials.

- (a) 1 ton of ground limestone containing calcium and magnesium carbonate equivalent to not less than 80 percent of calcium carbonate. 90 percent of the ground limestone must pass through an 8-mesh sieve. If the ground limestone will not qualify with respect to either fineness or calcium carbonate content, or both, the county committee must require a correspondingly greater amount of material.

In Wells County.

\$1.10 per ton.

In Jay County.

\$1.20 per ton.

In Blackford, Grant, Huntington, Orange and Clark Counties.

\$1.30 per ton.

In Floyd, Lake, Putnam, Scott and Washington Counties.

\$1.40 per ton.

In the following counties:

Adams	Newton
Cass	White
Crawford	Whitley
Harrison	Randolph
Jasper	

\$1.50 per ton.

In the following counties:

Allen	Jennings	Rush
Benton	Monroe	Shelby
Decatur	Owen	Wabash
Jefferson	Porter	

\$1.60 per ton.

In the following counties:

Bartholomew	La Porte	Ripley
Carroll	Lawrence	Tipton
Clay	Miami	
Delaware	Perry	
Dubois	Pulaski	

\$1.70 per ton.

(Indiana)

2. Liming Materials. (Cont'd.)

In the following counties:

Fulton	Morgan
Hendricks	Parke
Howard	Warren
Madison	

\$1.80 per ton.

In the following counties:

Brown	Jackson	Vigo
Franklin	Montgomery	Wayne
Greene	Starke	
Henry	Sullivan	

\$1.90 per ton.

In the following counties:

Clinton	Switzerland
Dearborn	Union
Hamilton	Vermillion
Ohio	

\$2.00 per ton.

In DeKalb, Fayette, Hancock, and Spencer Counties.

\$2.10 per ton.

In the following counties:

Boone	Lagrange	Pike
Fountain	Marion	St. Joseph
Knox	Martin	Tippecanoe
Kosciusko	Noble	

\$2.20 per ton.

In Gibson and Warrick Counties.

\$2.30 per ton.

In Daviess, Johnson, Marshall, and Posey Counties.

\$2.40 per ton.

In Elkhart and Vanderburgh Counties.

\$2.50 per ton.

In Steuben County.

\$2.60 per ton.

(Indiana)

2. Liming Materials. (Cont'd.)

(b) 1 cubic yard of marl.

In Elkhart, Fulton, Kosciusko, and Steuben counties.
\$0.80 per cu. yd.

In Henry, Marshall, and Porter Counties.
\$1.00 per cu. yd.

In La Porte, St. Joseph, and Starke Counties.
\$1.10 per cu. yd.

In De Kalb County.
\$1.20 per cu. yd.

In Jasper County.
\$1.30 per cu. yd.

In Fountain, Montgomery, Tippecanoe, and Warren Counties.
\$1.40 per cu. yd.

In all other counties.
\$0.90 per cu. yd.

(c) 1 ton of calcium carbide refuse lime containing at least 85 percent calcium carbonate and testing not more than 25 percent moisture at shipping point -- a correspondingly greater amount of material must be required if the material does not meet the specifications.

In all counties.
\$1.40 per ton.

(d) One ton of hydrated lime.
\$4.00 per ton in all counties.

(e) One cubic yard of sugarbeet refuse lime.
\$0.70 per cu. yd. in all counties.

(f) One ton of commercial burnt lime.
\$1.70 per ton in all counties.

(g) One ton of burnt lime waste.
\$1.00 per ton in all counties.

(h) One ton of blast furnace slag of which 80 percent will pass through an 8-mesh sieve and which contains at least 80 percent calcium carbonate equivalent.
\$1.00 per ton in all counties.

(i) One cu. yd. of water softening process lime.
\$0.80 per cu. yd. in all counties.

3. Mulching Materials. Application in commercial orchards, in vineyards, on commercial vegetable land, on potato land, or on strawberries, of one ton, air-dry weight, of straw or equivalent mulching materials, excluding barnyard, stockyard, or stable manure.

\$4.00 per ton.

4. Partial Seedings. Reseeding depleted pasture land.

(a) Seedings consisting solely of timothy, lespedeza, redtop, sweet clover, or a mixture of such crops.

\$0.10 per pound.

(b) Seedings consisting of adapted pasture grasses, perennial or biennial legumes (excepting sweet clover), or approved pasture mixtures.

\$0.25 per pound.

5. Mowing. Mowing weeds on noncrop open pasture land a sufficient number of times during the growing season to prevent seed formation and improve the stand of grasses or legumes and by carrying out such other pasture improvement practices as the county committee may require. No hay or seed crop may be taken from the acreage.

\$0.75 per acre.

6. Renovation of Perennial Grasses or Legumes. By disking or spring-toothing at such periods and in such a manner as to insure a thicker stand and a better growth of the grasses or legumes. This operation should leave the soil in a suitable condition for partial reseeding if necessary.

\$1.00 per acre.

7. Dams for Livestock Water. Construction of earthen, concrete, or masonry dams and reservoirs for the purpose of providing water for livestock. Earthen dams must be constructed with minimum slopes of three to one on the upstream side and two to one on the downstream side and must have a crown width of 1 foot for every foot in height of fill, but not exceeding 10 feet. Dams 10 feet or less in height must have a minimum free board of 3 feet. Dams over 10 feet in height must have a minimum free board of 4 feet. Spillways must be of sufficient width to carry the expected overflow for the drainage area.

(a) For earth or other material moved for each development.

\$0.15 per cu. yd.

(b) For concrete or masonry.

\$6.00 per cu. yd.

8. Green Manure Crops. Disking or plowing under a good stand and a good growth of the following crops:

(a) Alfalfa, alsike clover, red clover, sweet clover, cow peas, soybeans, winter vetch, or mixtures of any of these crops.
\$3.00 per acre.

(b) 1942 fall seedings of winter rye, winter barley, winter oats, or winter speltz, provided such small grain is not harvested for hay or grain.
\$3.00 per acre.

If the land is subject to erosion, the green manure crop should be followed by a winter cover crop.

9. Green Manure Spring Seedings. Spring seeded green manure crops of oats, barley, rye, Sudan grass, millet, buckwheat, sweet sorghums, or mixtures of any of these crops. A good growth must be obtained and not pastured or harvested as grain, seed, hay, or forage, or otherwise taken from the land. It must be incorporated into the soil by plowing or disking before grain formation. Where the land is subject to erosion, it must be followed by a winter cover crop.

\$1.50 per acre.

10. Winter Cover Crops. Establishing or maintaining a cover crop through the winter by seeding winter legumes or fall seeded winter rye after a 1942 intertilled crop, a war crop, or one of the green manure crops. The cover crop shall be seeded early enough to obtain a protective cover. No credit will be given for this practice if credit is received under the green manure or go-down practices. The winter cover crop must not be pastured in the fall.

\$1.50 per acre.

11. Go-Down Crops. Go-down crops of Sudan grass, millet, buckwheat, sweet sorghums, and mixtures of any of these crops; or in commercial orchards go-down crops of oats, barley, rye, wheat mixtures, or wheat on non-wheat allotment farms. A good vegetative growth adequate to protect the soil from wind and water erosion and suitable to provide food and cover for wildlife must be obtained. The crop may not be pastured or harvested for hay, grain, seed, or forage, or otherwise taken from the land.

\$1.50 per acre.

12. Standard Terraces. Construction of standard terraces for which proper outlets are provided. The terraces should be constructed to conform with specifications for standard terraces for the area as recommended by the Soil Conservation Service.

\$1.00 per 100 lin. ft.

13. Stripcropping. Growing alternate strips of intertilled crops or fallow with sown, close-drilled, or sod crops, provided: (1) the strips are approximately the same width; (2) the strips are not less than 3 rods nor more than 20 rods in width; and (3) the crop stubble is left standing or a good stand of winter cover crop is obtained. When in the normal course of crop rotation it is necessary to have the adjacent strips of sown, close-drilled, or sod crops, payment will be made for the entire field.

No credit will be given for this practice for any acreage qualifying under the practice for contouring intertilled crops.

(a) Contour stripcropping.

\$2.00 per acre.

(b) Stripcropping not on the contour.

\$0.70 per acre.

14. Contouring Intertilled Crops. Contour farming of intertilled crops, provided the crop stubble is left standing or a good stand of winter cover crop is obtained. This practice should not be used on land which has a slope of less than 2 percent. No credit will be given for the practice for any acreage qualifying under the contour stripcropping practice.

\$1.50 per acre.

15. Contour Seeding. Contour seeding by drilling of small grain crops, sorghums, millet, or soybeans. This practice should not be used on land which has a slope of less than 2 percent. No credit will be given for this practice for any acreage qualifying under the contour stripcropping practice.

\$0.50 per acre.

16. Contour Orchard Planting. Planting fruit trees on the contour where it is necessary to prevent erosion.

\$1.00 per acre.

17. Dams for Erosion Control. Construction of concrete or masonry check dams for control of erosion, leaching, and seepage of farm land. The dams must be constructed in a durable and workmanlike manner and must have a sufficiently large weir and a spillway adequate to carry the expected overflow from the drainage area.

\$0.35 per cu. ft.

18. Permanent Sod Waterways. Establishing a permanent sod waterway on any cropland where a permanent vegetative cover is necessary in a waterway channel or terrace outlet, or in cultivated orchards. The channel of the waterway must be sufficiently wide to carry the run-off from the drainage area and must average at least 10 feet in width. The channel must contain perennial grasses and a good vegetative growth must be obtained.

\$0.75 per 100 lin.ft.

19. Waterway Dams. Construction of a dam of stakes, wire, sod, brush, or rock in a waterway or gully.

\$0.50 per dam.

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Payment will not be made for tree planting, maintenance, or improvement if more than 50 of the trees per acre are white pines unless currant and gooseberry bushes are removed from among the trees and throughout a protective border sufficiently wide to prevent blister rust infection.

20. Tree Planting.

- (a) Planting 650 trees per acre for forest purposes (including shrubs beneficial to wildlife) or 300 trees per acre for windbreak, if the trees and shrubs are protected from fire and grazing and cultivated in accordance with good tree culture and wildlife management practices.

\$7.50 per acre.

- (b) Planting for forest purposes at least 350 trees per acre (including shrubs beneficial to wildlife) interplanted with not less than 800 tree nuts (including only black walnuts, butternuts, hickory nuts, and acorns). The trees and nuts must be evenly distributed. The area planted must be protected from fire and grazing and cultivated in accordance with good tree culture and wildlife management practices.

\$7.50 per acre.

- (c) Planting for forest purposes at least 2,000 nuts per acre (including only black walnuts, butternuts, hickory nuts, and acorns). The plantings must be made in accordance with good tree culture and wildlife management practices and protected from fire and grazing. A good stand of at least 650 trees well distributed over the area must be established.

\$7.50 per acre.

21. Tree Maintenance. Maintaining a good stand of at least 300 forest trees per acre or a mixture of at least 300 trees and shrubs, suitable for wildlife and planted between July 1, 1938, and July 1, 1943, by cultivating sufficiently to control other vegetation, protection from fire and livestock, and replanting if necessary. Payment will not be made for this practice in the case of trees for which payment is made for planting under the 1943 program.

\$3.00 per acre.

22. Timber Improvement. With prior approval of the county committee, improving a stand of forest trees by cutting weed trees and thinning or pruning other trees, so as to leave at least 100 potential timber trees of desirable species per acre with a minimum diameter of 6 inches, or at least 200 potential timber trees of desirable species per acre with a minimum diameter of 2 inches, well distributed over each area of woodland, provided: (1) a tree growth is not injured by grazing and the area is adequately protected against fire; (2) approved wildlife management practices are carried out. Payment will not be made for this practice on an acreage planted to trees since July 1, 1938, nor on an acreage of old timber stands on which credit has been given for improving a stand of forest trees under an agricultural conservation program during any of the five years prior to 1943.

\$3.00 per acre.

23. Weed Control. With prior approval of the county committee, eradication or effective control of seriously infested plots of the following perennial noxious weeds: Canadian thistle, Johnson grass, and bindweed. Payment for this practice may be approved only on farms where approved weed control measures are being carried out on all adjacent infested farms and contiguous land, where the infestation is limited to a single farm, or where the county committee determines that there is no likelihood of reinfestation from adjacent or contiguous land.

(a) By use of sodium chlorate or other chemicals.

\$0.10 per pound.

(b) By clean tillage or mechanical burning.

\$10.00 per acre.

24. Harvesting Hayseed. Harvesting for seed an acreage of alfalfa, red clover, alsike, white clover, orchard grass, brome grass, crested wheat grass, Western wheat grass, sweet clover, lespedeza, timothy, redtop, or bluegrass. Credit will not be given for more than 6 acres per farm.

\$3.50 per acre.

25. Apple Tree Removal. Upon prior approval of the county committee, removal of diseased apple trees, the major portion of whose fruit is of inferior quality. Payment will be made only for the removal of live permanent trees and not for the removal of filler or semi-permanent trees. No payment will be made for trees less than 5 inches in diameter. Not more than \$15 per acre may be earned under this practice.

(a) For trees 5 to 12 inches in diameter.

\$0.30 per tree.

(b) For trees over 12 inches, but not over 20 inches in diameter.

\$0.50 per tree.

(c) For trees over 20 inches in diameter.

\$0.75 per tree.

26. Farm Ditches. (Applicable in the following counties: Benton, Carroll, Crawford, Daviess, Dearborn, Decatur, DeKalb, Elkhart, Fayette, Franklin, Grant, Greene, Hamilton, Harrison, Hendricks, Johnson, Knox, Kosciusko, Marshall, Morgan, Noble, Parke, Perry, Putnam, Ripley, St. Joseph, Spencer, Sullivan, Switzerland, Union, Vanderburgh, Warren, Warrick, Wayne). With prior approval of the county committee, constructing or reconstructing farm ditches (including lateral and lead ditches) for which proper outlets are provided. Payment will not be made with respect to any ditch unless the ditch has an average depth of at least 12 inches and an average width of 36 inches at the top, with a three to one side slope provided at the side of the ditch, and unless adequate provision is made for the entrance of water into and out of the ditch.

\$0.07 per cu. yd. of material removed.

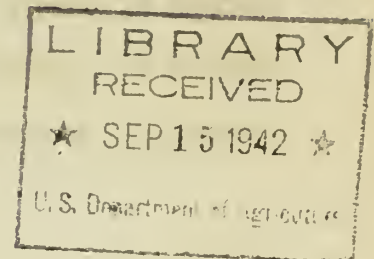
August 11, 1942

UNITED STATES DEPARTMENT OF AGRICULTURE
Agricultural Adjustment Agency
Northeast Division

1943 CONSERVATION MATERIALS AND SERVICES

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This bulletin contains general instructions for county and State offices relative to conservation materials and services to be furnished under the 1943 Agricultural Conservation Program. It contains the general regional policies and limitations governing the issuance of these materials in all states. Any state committee or any county committee with the approval of its state committee may establish more restrictive limits if they so desire.

Operating instructions for community committeemen shall be prepared under the direction of each state office. Three copies of these instructions shall be forwarded promptly to the Regional Office for review and approval.

Section A. CONSERVATION MATERIALS TO BE FURNISHED

I. Period. Orders for conservation materials may be accepted from farmers any time after the applicable deduction and cash collection rates have been established but not later than one month prior to the closing date established for the 1943 Program in each state. No order may be forwarded to a state office until the farmer has paid the proper cash advance for association expense and the county committee has determined that he will not be on the Register of Indebtedness after his compliance with the 1942 Program is considered.

II. Kind. Liming materials, superphosphate, mixed fertilizer, forest trees, and any other material or service which may hereafter be requested by a state committee and approved by the Agricultural Adjustment Agency, may be furnished to farmers in the Northeast Region for use under the 1943 Agricultural Conservation Program.

III. Eligibility for conservation materials. Materials may be furnished to any person who is eligible to earn a payment for carrying out approved soil-building practices under the 1943 Agricultural Conservation Program, except a person:

a. Whose name appears on the Register of Indebtedness for something other than the 1942 Crop Insurance premium. (He will become eligible, however, upon discharge of the debt.)

b. Who has executed an assignment on Form ACP-69 of his entire 1943 payment which has not been discharged by the execution of Part III thereof.

c. Whose request for such materials is not approved by the county committee.

IV. Amount. The maximum amount of liming or fertilizer materials which may be furnished as conservation materials for use on any farm will be a quantity the deduction for which is not in excess of the 1943 conservation material allowance for the farm plus the small payment increase on the allowance; except as provided below:

a. Farmers who have executed assignments on Form ACP-69 for part of their 1943 payments are eligible to take the quantity of material the deduction for which is not in excess of the unassigned portion of their probable farm payment.

b. Farmers who have applied for 1942 Crop Insurance and who appear on the Register of Indebtedness may place orders for their full conservation materials allowance unless the county committee determines that they will still be on the Register after payment for participation in the 1942 Program is made.

c. County committees will not grant requests for more materials than can be used in a manner consistent with good farming practice on the farm.

d. Farmyard delivery orders for liming material must be at least two tons for bagged material and five tons for bulk material.

Section B. AVAILABILITY OF CONSERVATION MATERIALS.

I. Invitations for conservation materials will be let and awards made by the Washington Office. State offices will be furnished with copies of abstracts of all bids in their state and contracts which are applicable.

Section C. USE OF CONSERVATION MATERIALS.

I. Purposes for which materials may be used. Conservation materials or services may be used only for carrying out approved soil-building practices as determined by each respective state committee and approved by the Agricultural Adjustment Agency.

II. Conditions under which materials are furnished. It is the responsibility of each county committee to make sure that any person applying for conservation materials or services understands that such materials or services are furnished for use under the following conditions, as well as the conditions contained on ACP-64, Revised:

a. That a deduction will be made for the material or services furnished from any payment due him on any farm in the county in an amount determined by the Agricultural Adjustment Agency and indicated on ACP-64, Revised.

b. That an additional deduction equal to the original deduction will be made on any quantity of material which is used in a manner which is not in substantial accord with the purposes for which such material was furnished.

c. That, in the event a deduction under "b" is applicable and the total deductions indicated in "a" and "b" above exceed the payments due him on farms in the county, he will pay the Secretary the amount by which the deductions exceed the sum of the payments subject to deduction.

d. That he will be expected to provide all reasonable possible assistance in unloading his materials when they are delivered.

e. That he pay any additional handling costs or demurrage accruing to the Agricultural Adjustment Agency because of his delay in accepting or calling for materials.

f. That no application for payment will be filed:

1. On a farm which renders no compliance except with conservation materials and the conservation materials or services furnished have been used for carrying out approved soil-building practices, or

2. On a farm for which a net payment of more than \$1.00 could not be computed if an application were filed and the conservation materials or services have been used for carrying out approved soil-building practices and no deductions have been incurred for excess acreage, failure to maintain practices for which payment has been made under previous programs, or for any practice defeating the purpose of the program.

This exemption from filing an application does not apply to applicants who are eligible to share in the payments or deductions computed for other farms in the county under the 1943 Program.

g. On those farms for which an application for payment is properly filed, the payment for properly applying the conservation materials furnished will be computed at the rates and in the same manner established in the applicable State practice bulletin.

Section D. PREPARATION OF FARMER'S ORDER

I. Preparation of Form ACP-64-NER (Revised March, 1942).

A Request for Conservation Materials or Services should be prepared for each type of material ordered as follows by an Agricultural Adjustment Agency Committeeman:

a. Enter in the space provided in the upper right-hand corner the State and County code numbers and the Farm Serial number. Also enter the program year under which the material is being furnished.

b. Fill in Section I as indicated by the column headings.

c. Fill in Section II being sure that the farmer will accept the material prior to the time specified and give a detailed description of the farm and its location in the case of farmyard delivery. The term "fall" or "spring" should be used to designate the time, and if desired, name the month preferred. Farmers must be informed that it is impossible to guarantee the date of delivery other than to name the month.

d. Give a brief description in Section III of the practice to be performed, acres to be covered and quantity to be used for each practice. This description should be sufficient to check against the practices approved for the state.

e. In Section IV enter the date and secure the applicant's signature, address and telephone number. Orders for siding delivery should not be approved without a telephone number. If the farmer does not have one he should give one by which he can be reached.

f. In Section V the person taking the order should, if he approves it, enter his initials in the space provided.

g. No entry should be made in Section VI.

h. The cash collection for association expenses will be reported in Section VII and will be taken from a table provided by the State Office.

i. Enter in the spaces provided the Farm Serial number, the name of the county, the name and address of the applicant, the amount of money collected, the kind and amount of material requested, the date, and the signature of the person taking the farmer's order.

j. The blue copy should be detached in its entirety and given to the farmer.

k. The white and yellow copies and the money collected should be turned over to the treasurer of the association or his representative at least once each week.

Section E. RESPONSIBILITY OF ASSOCIATION TREASURER IN CONNECTION WITH COLLECTIONS FOR CONSERVATION MATERIALS.

I. Receipt for collections. He will acknowledge receipt of the funds in VIII and return the yellow copy of Sections VII and VIII, which are detachable, to the committeeman who took the order. If additional cash should be required, use Form ACP-93 to receipt for it rather than prepare another ACP-64. The original ACP-93 will be given to the farmer, and the second and third copies turned in to the treasurer with the money. He will receipt both copies in the space provided, give the second copy to the person making the collection, and file the first copy with the duplicate deposit slip as provided in the Handbook.

II. Reporting Collections. The association treasurer will prepare duplicate deposit slips and deposit the monies which he has received in connection with conservation materials in the bank to the credit of the association within twenty-four hours or as soon thereafter as is possible. The white copies of Section VII and VIII should be filed with the duplicate deposit slip as provided in the Handbook.

III. Incorrect cash collection. If the cash in connection with materials is too small to cover the amount of material requested, arrange with the farmer either to advance an additional amount of money or accept a reduced amount of material. If the cash in connection with material is too large and the farmer is not eligible to receive more material or does not want more, the amount of such excess collection will be refunded in accordance with instructions contained in the Handbook.

Section F. COUNTY OFFICE PROCEDURE IN CONNECTION WITH FORM ACP-64.

I. Each ACP-64 will be reviewed for accuracy and the person approving the order will initial in the space provided in Section V.

II. Have the order signed by a member of the county committee in Section V if it is approved.

III. Prepare NED-44 when ACP-64's have been received for materials or services to be supplied by any one contractor (1) in a reasonable amount for delivery to farmyards within any area at approximately the same time, or (2) for at least 500 of any one kind of forest trees, or a minimum car of fertilizing or liming material for carload shipment to any one siding. NED-44 will be prepared with an original and five copies. The original and one copy will be on regular paper and the remaining copies on onion-skin stock. These will be referred to hereinafter as "original", "first copy", "second copy", "third copy", "heavy copy", and "fifth copy".

a. If desired, adjust the carbon paper so that only the material to be typed in the left-hand margin and Columns 1 and 2 will show on the heavy copy of NED-44.

b. Enter code numbers and the names of the state and county in the spaces provided.

c. Enter in the blank space directly above the title of the form:

1. In the case of material for which a consignee is designated, the name and mail address of such consignee, and railroad point to which material is to be shipped, and

2. In the case of material for delivery F.O.B. a plant, the name of such plant.

d. Assign a Aaa number to the shipment and enter in the space provided on NED-44. This number shall also be entered on all ACP-64's listed in the shipment.

1. Each county shall assign the Aaa number to Forms NED-44 prepared in its office. These Aaa numbers shall start with number one (1) and progress arithmetically. Each number shall be preceded by the state and county code numbers of the state and county in which the Forms NED-44 are being prepared. For instance, the tenth set of Form NED-44's prepared in Franklin County, Massachusetts, would bear Aaa number 14-6-10. It is suggested that a number sheet Form NED-74 should be used in order to avoid duplicate numbers. (See page 48)

e. Enter immediately below the space for the Aaa number the number of original sheets of NED-44 included under Aaa number assigned.

f. Delivery desired. Enter here the time delivery is desired.

g. Kind of material. Enter in the space provided the words "Red Pine", "Ground Limestone", "20% Superphosphate", etc.; also the word "bag", "bulk" or "spread" if applicable.

h. Type of delivery. Enter here whether delivery shall be at siding, plant, or on farms.

i. Farm serial number. Enter in the left-hand margin the serial number of the farm for which the farmer is requesting the material.

j. Column (1). Name of the farmer. Enter in Column (1) opposite his serial number, the name of each farmer.

When a farmer has submitted a request and his name has been entered on the NED-44, and the completing of the request is deferred to a later date, the farmer's name and related entries on the original and all available copies of NED-44 will be lined through and a notation made opposite his name "Transferred to Aaa _____". The new Form NED-44 on which this transfer is entered should also be cross-referenced to the original from which the farmer was transferred by this entry after his name: "Transferred from Aaa _____".

In any event, if a farmer has submitted a request on ACP-64 and has paid the association the cash amount required, the name of the farmer should be entered on NED-44, regardless of whether or not he later cancels a part or all of his request.

k. Column (2). Quantity to be delivered to farmer.

Enter in Column (2) the quantity of material as entered on ACP-64, Section I, Column 2 headed "Quantity" for each participant. Above the word "Quantity" type the word "Tons" for liming material, "cwt." for fertilizing material, "M" for trees, etc.

l. Columns (4) and (5). Date paid. County Association Expenses. Enter in Column (5) the amount of money shown on Form ACP-64 in Section VII and the date it was paid in Column 4.

m. Columns (3), (6), (7), and (8). Leave blank at this time.

n. Column (9). ACP-8 on which collections are reported. Enter the month covered by the Form ACP-3 on which the money collected from the farmer is reported.

o. Signature of secretary and treasurer. The secretary will sign in the space provided. The space for the signature of the treasurer will be left blank.

p. Form NED-44 shall be completed at a later date in accordance with Section 2 of this bulletin.

IV. Enter on the appropriate line on NED-100 the amount of deduction of each order in Column 4 and enter the balance of the farmer's Conservation Materials Allowance left in Column 5.

V. Enter the quantity requested in the appropriate Columns 6-10 of NED-100.

VI. Enter the Aaa number of the order in Column 11 of NED-100.

VII. Disposition of NED-44 and ACP-64.

a. For farmyard or f.o.b. plant delivery.

1. Transmit the white and yellow copies of ACP-64 and the original, second and heavy copies of NED-44 to the state office.

2. File the third copy of NED-44 in special file pending state office approval.

3. The fifth copy of NED-44 is to be retained in the county office as its copy of the substantiation of collections reported on line 1c of ACP-8, Revised.

4. Disposition of the first copy of NED-44 is to be made in accordance with Section W.

b. For Siding delivery.

1. Transmit the white and yellow copies of ACP-64 and the original, second, third, and heavy copies of NED-44 to the state office.

2. The fifth copy of NED-44 is to be retained in the county office as its copy of the substantiation of collections reported on line 1c of ACP-8, Revised.

VIII. Cancellation of orders after NED-44 has been transmitted.

a. A new set of NED-44's should be prepared for each cancelled order and transmitted through the regular channels. The NED-44 should bear the same Aaa number as that under which the order was placed.

Section G. STATE OFFICE HANDLING OF REQUESTS FOR MATERIAL.

I. Verification and approval.

a. Check entries on ACP-64 and NED-44 and determine whether the farmers are eligible to receive 1943 conservation materials in the amount requested. Correct any incorrect ACP-64, and the corresponding entry on the NED-44, and adjust the totals on NED-44. No correction may be made of the entry in Column (5) of NED-44. All corrections and changes shall be initialed by the person who makes them in the state office.

b. Enter the quantity requested in the appropriate Column 6-10 of NED-100.

c. Enter the Aaa number of the order in Column 11 on NED-100.

d. Approve by signature in the space provided and date all copies of NED-44.

e. Enter on all copies of Form NED-44 for each Aaa number (except continuation sheets):

1. To the left of the words "Number Aaa" the name and address of the supplier.

2. To the right of the Aaa number the contract number under which the material is to be furnished.

3. On NED-44's for liming material only enter above the word "Approved" the words "Value of Material" and the dollars and cents value of the material covered by the shipment number. This figure can be obtained by multiplying the tonnage in the shipment by the net unit price for such material set forth in the contract.

4. On NED-44's for siding delivery for all material enter directly below the line for State Committee approval the words "Value of Government Bill of Lading" and the dollars and cents value of the freight if the material is to move on Government Bill of Lading. This figure can be obtained by multiplying the tonnage in the shipment by the freight rate from the supplier's plant to the county which will be furnished by the Washington Office.

f. Enter on the appropriate line on NED-100 the amount of deduction of each order in Column 4 and enter the balance of the farmer's Conservation Materials Allowance left in Column 5.

II. State office record of requests.

a. Each state office will maintain currently the following minimum information concerning each request for shipment. The information will be maintained on the visible index cards furnished by the Regional Office and must be available for each type of material from each supplier by counties.

1. Aaa number.
2. Date received in state office.
3. Date forwarded to contractor.
4. Number of individual requests.
5. Type of delivery (farm, siding, plant, etc.).
6. Quantity ordered on this request.
7. Cumulative total requested.
8. Date ACP-67 received from consignee, if any.

9. Date ACP-67 forwarded to disbursing office.
10. Quantity delivered on request.
11. Date NED-44 forwarded to county office.
12. Date completed NED-44 received from auditor of County Association Accounts.
13. Deduction for material delivered (quantity multiplied by applicable deduction rate).
14. Government Bill of Lading number, if any.

III. Placement of orders with suppliers.

a. The State Office must notify the Washington Office of the date of the first order placed with each company.

b. The state office must write to each supplier at the time of placing the first order and notify him that his receipt of Form NED-44 signed by (give a list of all authorized to sign NED-44's for the state office) is his authority to make deliveries in accordance with the instructions on NED-44 and any attached ACP-64's. It will not be necessary to have letters of transmittal with any subsequent orders.

c. The copies of NED-44 and ACP-64 (as set forth in item IV of this section) will be transmitted to the supplier holding the contract for the kind of material and type of delivery desired, unless the supplier is not in position to complete delivery in sufficient time, (1) because of previous orders sent to him, or (2) because he is failing to meet his weekly guarantee.

d. If the primary source is meeting his weekly guarantee and is not in position to make delivery within the desired time, the Washington Office should be requested to approve the use of the secondary source. This approval will be readily granted if the cost is reasonable and the supplier is not needed in other areas where his use may be more advantageous to the Program.

IV. Disposition of Forms NED-44 and ACP-64 by the state office after approving the order.

a. For farmyard or f.o.b. plant delivery (see pages 50 and 52).

1. Transmit the white copies of ACP-64 and heavy copy of NED-44 to the supplier.

2. Transmit the yellow copies of ACP-64 to the county office.

3. Transmit the second copy of NED-44 to the State Accountant.

4. File the original NED-44.

b. For siding delivery. (See pages 51 and 53.)

1. Transmit third copy of NED-44 to the supplier with the Government Bill of Lading.

2. Transmit the heavy copy of NED-44 and white and yellow copies of ACP-64 to the county office.

3. Transmit the second copy of NED-44 to the State Accountant.

4. File the original NED-44.

V. Preparation of Government Bills of Lading.

a. The Government Bill of Lading consists of three parts:

1. The original, Standard Form 1058.

2. Five Memorandum Copies, Standard Form 1058a.*

3. The Shipping Order, Standard Form 1059.

b. These forms are to be used only for shipments to be transported at Government expense.

c. In the heading of the bill of lading, the issuing officer should enter on the following line above:

1. (Appropriation chargeable): the appropriation symbol, the allotment code symbol, the State and County Code, and the AAA number.

2. (Issuing Office): the name of the State office and the address.

3. (Name and Title of Issuing officer): the name and the title of the officer who executes the certificate.

4. (Date issued): the date the bill of lading is prepared.

5. (Consignor): the name and address of contractor.

6. (Name of transportation company): the name of the railroad acting as originating carrier.

* Previously contained six memorandum copies. The copy labeled "Northeast Division Copy" is no longer necessary. Sets containing this copy can be utilized but it should be retained in the State office.

7. (Shipping point) and (Destination): the point from which the material is shipped and the location of the siding.

8. (Consignee): the name and address of the person to whom the shipment is consigned.

9. (Route journey only when some substantial interest of the Government is served thereby): no attempt should be made to route the bill of lading except to state -- "A shipment should move over cheapest route to protect the lowest published rate."

10. In the box entitled "Certificate of Issuing Officer" there should be entered, in the indicated spaces, the contract number or purchase order number, the date and the shipping point named in the contract. The issuing officer should then sign in the space above (Issuing officer).

11. The consignee's name and address should be entered in the lower left-hand corner of the first memorandum copy.

d. The issuing office should detach only the last memorandum copy, forwarding the bill of lading, with carbons intact, to the supplier.

e. All original bills of lading mutilated in preparation, or issued in error, should be marked "canceled" and returned promptly to the Northeast Division in Washington, since these forms are negotiable and must be strictly accounted for.

f. When a shipment moves by Government Bill of Lading, it is not permitted:

1. To issue a duplicate of the original bill.
2. That contractors prepay freight charges.
3. To issue Government Bills of Lading after service has been performed.

g. Payment for transportation by means of a Government Bill of Lading is made to the delivering carrier upon presentation of a transportation voucher properly executed and supported by an executed original bill of lading, or certificate in lieu thereof to Thomas J. Smart, Control Accounts and Audit Section, 1037 North High Street, Columbus, Ohio.

VI. Disposition of Government Bill of Lading by State office.

a. Retain the last memorandum copy and mail the balance of the set to the supplier with the NED-44.

b. See chart page 60 for complete distribution.

Section H. STATE OFFICE RESPONSIBILITY IN CONNECTION WITH CONTRACTS.

I. There are two different kinds of contracts under which conservation materials are furnished -- definite quantity contracts and indefinite quantity or source of supply contracts.

a. Definite quantity contracts are for exact amounts and under the 1943 Conservation Program will be the type let for super-phosphate and mixed fertilizer.

b. Source of supply contracts are merely an agreement which is in existence whereby the Government may place orders if it wishes in accordance with the specifications and the supplier may terminate the agreement whenever he wishes by written notice. The placement of orders by the Government under this type of contract formulates a binding contract for the amount of the order and the supplier is bound to deliver in accordance with the specifications.

II. All definite quantity contracts will be directly controlled from Washington. No obligations of payments will be recorded in the Allotment Ledgers in connection with material purchased under such contracts. States will be given allocations for definite amounts and must adhere strictly to them in accordance with Section S, Paragraph 1.

III. There will be two kinds of source of supply contracts.

a. One kind will cover more than one state and will be allocated between states by the Washington Office. States must adhere to these allocations in accordance with Section S, Paragraph 1.

b. The other kind will apply only to one state. States will be responsible for holding these suppliers to their contracts and must report any irregularity to Washington at once.

IV. Regardless of whether a contract covers one or several states, each state office through the person in charge of material is responsible for the proper placing of orders, securing proper delivery and in the case of contracts wholly within a state instigating action against delinquent suppliers.

a. Orders must never be placed with a secondary source until the primary source has been fully utilized for the same period for which orders are being placed with the secondary. Likewise, in the case of a tertiary source, etc. Orders may be placed the same day with both primary and secondary. For example, the primary source guaranteed 500 tons a week and there was need for 1000 tons for that particular week. The secondary and tertiary sources which offered 300 and 200 respectively could be utilized the same day the orders were placed with the primary. If, in the case of suppliers furnishing only within a state, the primary failed to make complete delivery the first week and had a balance of 100 tons undelivered, the state representative should proceed as follows:

1. The supplier must be given an extension of time. There are two ways that this can be done.

(a) If the state representative wishes to put the supplier on the shortest possible notice so that material may be purchased against a supplier who continues to fail to deliver, he should either (a) present the facts in the case and his recommendation to the

contracting officer through the Regional Office, or (b) put the supplier on notice that he has blank amount of time (at least a week) in which to complete deliveries of the tonnage that he is delinquent and send a copy to the contracting officer through the Regional Office.

For example, a supplier guarantees 500 tons per week. He fails to deliver 100 tons. He should be put on notice that he has blank time (at least a week) to complete delivery of the 100 tons and if orders have been placed with the secondary, he must deliver 600 tons during the following week unless granted a further extension. Each further extension of time must require delivery of the weekly minimum in addition to the delinquent orders as long as orders are placed with the secondary source.

(b) The supplier may be put on notice verbally by a state office representative that he has an extension of time in which to deliver orders placed with him. This extension may be granted for any length of time consistent with the needs of the Program. This extension must conform to the example given under (a) above unless orders are not placed with secondary sources. If orders have not been placed with a secondary source, a supplier is not required to maintain his weekly guarantee if administratively excused.

b. Acceptable reasons for extending the delivery time are stated on the reverse of the first page of the contract, Standard Form 33, Revised.

Section I. COUNTY OFFICE CORRECTION AND HANDLING OF FORMS
RETURNED BY STATE OFFICE.

I. County office will proceed as follows in handling forms returned from the state office:

- a. Make corrections which have been made by the state office on its copies of NED-44.
- b. Make any necessary changes on NED-100.
- c. Where necessary follow refund procedure as outlined in the Handbook.
- d. File yellow copies of ACP-64 in folder pending further use.
- e. In the case of siding delivery file white copies of ACP-64 and heavy copy of NED-44 in folder to be given to the consignee.

Section J. SUPPLIER'S RESPONSIBILITIES UPON RECEIPT OF ORDERS
FROM STATE OFFICES.

I. Material to be delivered to farms or at plant.

- a. The contractor will:

1. Arrange to have the material delivered to the farmer in the manner specified upon presentation (but not surrender) by the farmer of his ACP-64.

2. Upon delivery of the material to the farmer secure his signature or that of his authorized agent in the receipt section of the white ACP-64. The following signatures will be considered by this office to be acceptable signatures for the receipt section of ACP-64:

(a) The personal signature of the applicant,
or

(b) If the applicant himself is not available, then his representative may execute the receipt section for him by writing the applicant's name in the proper space and, immediately below it the word "by", the representative's signature, and his identification, such as wife, son, hired man, etc. Truckmen cannot sign the farmer's name or sign as agent for the farmer.

3. In the event that there are any farmers who requested material at a plant who have not picked up their material as called for on the individual Forms ACP-64 within 30 days after receipt of the Form NED-44 by the supplier, notify the state office of the names of such farmers. The state office shall then investigate these cases, taking what action it deems necessary, but in any event shall, within 15 days from date of notice by the supplier, give the supplier disposition of the case.

4. Bill for material as set forth in Section L.

II. Material to be shipped to sidings.

a. The contractor will order a car, taking into consideration the material to be shipped and must not order a car above standard dimensions unless such cars are actually needed. It is important, therefore, that the length of the car ordered and the length of the car furnished be noted on the bill of lading in spaces provided for this information. The description of the property shipped will be entered on the bill of lading by the contractor and it will be incumbent upon him to classify material shipped in accordance with freight classifications in effect at that time on the basis of the cheapest commodity rate. In order to obtain the benefit of the lowest commercial rates, commercial names will be used corresponding to those shown in the "Consolidated Freight Classification."

b. Suppliers distribution of bills of lading.

1. When the car is loaded and sealed and ready for surrender to the initial carrier, the contractor will enter on the bill of lading the size of the car ordered, the size of the car furnished, the date furnished, the initials of the car, and the car number in the space provided for such information. He will then submit the Government Bill of Lading and all copies to the carrier's agent for execution. Upon execution by the carrier's agent, the contractor will surrender to the carrier the shipping order Standard Form No. 1059, which is the salmon copy of the Speedi-Set, and will forward to

the consignee the original and first Memorandum copy of the Government Bill of Lading. THE COPIES OVERPRINTED NORTHEAST DIVISION (if attached), ADMINISTRATIVE AUDIT, AND PROPERTY AND SUPPLY SHALL BE FORWARDED TO THE STATE OFFICE ORDERING THE MATERIAL BY THE SUPPLIER, TOGETHER WITH FORM NED-69 OR STANDARD FORM 1034 IN CONNECTION WITH HIS CLAIM FOR FURNISHING MATERIALS.

c. The contractor will bill as set forth in Section L.

Section K. SIDING DELIVERY OF CONSERVATION MATERIAL.

The county committee will designate a consignee to handle the unloading of the material.

I. Duties of consignee.

a. Upon receipt of the original of the Government Bill of Lading, the consignee should notify the county office of the date the car was shipped, and that he is in possession of the bill of lading.

b. When the freight agent notifies him of arrival of the car, the consignee should notify all participating farmers having materials in that car to the effect that it has arrived, the location of the siding, and the time of day, and how many days he will be there to surrender their material to them. In this connection it is imperative that the consignee impress upon these farmers that they be there to pick up their materials within the specified time limit. This time limit is called "free time", and usually is 48 hours. Any time over and above this 48 hours required in unloading the car is called "demurrage", and for each day over the free period a charge is made by the railroad. The Government will not stand demurrage charges and should more than the free time be necessary to unload the shipment, the responsibility of demurrage will rest entirely on the consignee and the county association, unless the consignee can reach an agreement with the freight agent for an extension of the free period.

c. The consignee should take to the siding the original Government Bill of Lading, a supply of Standard Form 1060, "Temporary Receipts", the heavy copy of NED-44 and the related white copies of ACP-64 and a blank set of ACP-67 for each car to be unloaded.

d. Preparatory to taking delivery, he will go to the office of the freight agent and notify him that he is ready to take delivery of the shipment. At this time the consignee should obtain from the freight agent the date and number of the railroad way bill, and the date and number of the delivery agent's freight bill.

e. If it is known that complete unloading of the shipment cannot be effected that day, arrangements should be made with the freight agent to seal the car over night.

f. The consignee, of course, will be required to identify himself and his right to the shipment, in order that the freight agent may release it to him. This may be done by means of the original bill of lading.

The bill of lading, however, should not be surrendered to the freight agent at this time. There have been instances where freight agents have refused to allow the consignee to enter the car without first executing and surrendering the bill of lading. This is an unreasonable request, and the consignee should not comply. Surrender of the bill of lading, the basis on which a charge will be made against the Government for the transportation involved, without first having unloaded and checked the shipment for quantity, weight, condition, and otherwise having determined that the shipment is in order, is impossible. Should, however, a freight agent insist on receiving papers before making the shipment available to the consignee, the consignee may execute Standard Form 1060, "Temporary Receipt", in duplicate, surrendering the original to the freight agent and retaining the copy for himself. Later, on the completion of unloading the shipment and carrying out the following instructions, the bill of lading may be surrendered and the "Temporary Receipt", picked up from the agent. This receipt together with the copy originally retained by the consignee, should be destroyed.

g. Having cleared with the freight agent, the consignee should go to the car and note a record of the car seals before breaking them, include this information on the Form ACP-67, Revised, noting the numbers of the seals and whether or not the car moved under shipper's seal or carrier's seal. This is an important step necessary to establish responsibility in case of loss or damage to the shipment. At this point, check the original bill of lading to determine whether or not the shipper has indicated the size of car ordered, the size of car furnished, the date it was furnished, the initials of the car, and the car number. If this information has not been entered by the shipper, the consignee should fill in these items.

h. The consignee may now open the car and check the contents against the bill of lading and his copy of NED-44. Check the quantity, weight, conditions, loss, overage and damage. Immediately upon opening the car the consignee should examine the condition of the load and make the necessary report on ACP-67.

i. He should deliver to each applicant the quantity of material shown opposite his name on NED-44 upon presentation (but not surrender) of the applicant's ACP-64 and have the receipt section of the white ACP-64 properly signed. The following signatures for the receipt section of ACP-64 are acceptable:

1. The personal signature of the applicant, or

2. If the applicant himself is not available, then his representative may execute the receipt section for him by writing the applicant's name in the proper space and, immediately below it, the word "by", the representative's signature, and his identification, such as wife, son, hired man, etc. If the man trucking the material from the car signs for the farmer, he should sign as "agent", not as "truckman".

j. In any event, the questions pertaining to the condition of the load on the Form ACP-67, Revised, should be answered fully, and the benefit of the consignee's opinion rendered to the State office through this medium.

The Consolidated Freight Classification, filed with, and approved by the Interstate Commerce Commission, prescribes the following rules:

"Rule 27".

Section 3. Safe Loading and Protection of Freight and Equipment. "Lading must be securely blocked or braced and when in closed cars must be away from car doors, and weight must be approximately the same on each side of car."

"Rule 30".

Section 1. (b)

"Bulkheads, partitions, temporary doors or door protections, when required to protect or make bulk freight secure for shipment, must be furnished and installed by the shipper and at his expense."

If on opening the car the load is apparently in good condition, the consignee should proceed to disperse the material to the participating farmers as called for on his copy of Form NED-44 and related Forms ACP-64. If the load checks out accurately, he need fill in on Form ACP-67, Revised, only those questions asked on the face of the form.

If on opening a car damage or loss is evident, the consignee should before touching the shipment call in the freight agent for an inspection, have him go over the shipment and secure from him a report of the damage or loss in duplicate. At this particular point it may be impossible to have the freight agent indicate the exact extent of the loss. If loss or damage is evident on opening the car, the freight agent should have this brought to his attention, and then the consignee may tell him that he will proceed with the unloading and let the agent know exactly the extent of the loss when he has completed the unloading. If a freight agent is not available, and to wait for an inspector of the carrier from another town would cause demurrage charges, the unloading may be effected after calling in a disinterested party, and securing a certificate of findings by him. This last method is helpful but should not be resorted to if at all possible to arrange for a freight agent or carrier's inspector.

If on opening a car or as the unloading progresses it is discovered that there is an overage, the consignee shall arrange to have it taken by some farmer or farmers who desire the material and whose allowance available for the material will permit them to take the excess material in accordance with the regular procedure for furnishing such materials. The consignee should indicate on the face of Form ACP-67, Revised, in the "Remarks" space, that there was an overage of so many bags but that this overage has been absorbed by an adjustment of one or more farmers' allotment, or the inclusion of a new farmer. The state office on the strength of this information will make adjustment of the purchase order, paying the supplier for the material.

Should there, however, be an overage of such size that it is out of reason to accept it and try to adjust orders to make use of it, the shipment may be accepted for the amount ordered and the consignee should immediately contact the state office by telephone or wire asking disposition of that amount which cannot be used. The consignee should also notify the county office as soon as such overage is discovered.

If there is a shortage, adjustment should be made with some farmer or farmers receiving a consignment in that car, if possible, to reduce his or their orders by the amount of the shortage. In this event the Form ACP-67, Revised, should have a statement of the particulars by answering all questions on the reverse thereof. The consignee should mention the fact that this shortage was deducted from the consignment in this car of one or more farmers. The county office records should be adjusted accordingly, making any refund due because of the adjustment if the shipment is not to be transferred to a later shipment. If the shortage is of such size as to handicap greatly the farmer in his practice and it is anticipated that further supplies of material will be required for that locality, his order may be reduced by the amount of the shortage, no refunds made him, and a new Form ACP-64 issued for this amount to make up the shortage which will be requested on a future order. This new ACP-64 should be clearly cross-referenced with the original.

Overages or shortages should be adjusted on each particular shipment as received. No overage received should be applied against future shipments, even though it is known that more cars are due at that same destination. This is necessary for the reason that it may become essential to place the remaining orders against another supplier--and when overages from one shipment are carried over against future shipments considerable difficulty may arise in settling a dispute between two or three suppliers.

k. Form ACP-67, Revised - "Receiving & Inspection Report." It is important that consignee fill out this form in its entirety as every question is pertinent to the accounting procedure. If the shipment checks out accurately with the Form NED-44 and the Government Bill of Lading, consignees need execute only the face of the form. If, however, there is a loss, damage or shortage, all questions on the reverse of this form must be answered fully and the affidavit executed by a registered Notary Public or Justice of the Peace. In cases of loss, damage or shortage, if the reverse of Form ACP-67 is not completely executed, payment to the consignee will be withheld until such time as the required information is furnished.

l. Execution and disposition of the Bill of Lading. Having completed unloading, the consignees should make sure that there is entered on the face of the bill of lading a record of the car seals, and whether the car moved under a shipper's seal or carrier's seal. Check also to make sure that there has been entered in the small space just under the body of the bill of lading the size of the car furnished, the initials of the car, and the car number. Execute the section of the bill of lading at the bottom entitled "Consignee's Certificate of Delivery". The consignee should take care to see that the sentence "Delivery service at destination (was, was not) by the Government" is properly accomplished. For the purpose

of this Agency delivery will always be by the Government when shipped by Government Bill of Lading. Show this by striking out "was not".

In the "Consignee's Certificate of Delivery", the second line calling for "actual point of delivery by carrier", care must be exercised to make sure that name of the siding or town filled in here is the correct point of delivery -- the place where the car was actually unloaded.

When there is more than one carrier at destination, care must be taken to see that the certificate of delivery will show the name of the carrier from whom the property is actually received. If a shipment is inadvertently receipted for to a wrong carrier, immediate steps should be taken to secure return of the bill of lading for correction of the certificate of delivery and surrender to the proper carrier.

In no case will the minimum carload weight be shown in the Certificate of Delivery, but rather the actual weight received or shown in the body of the bill, less the weight of loss or shortage, if any, and plus the weight of overage, if any.

The date of receipt of shipment should be the date of the day the car is placed for unloading and made available to the consignee, not the date of notice of arrival.

In the event of loss, damage, shortage, or overage, make a complete report of such conditions on the reverse of the bill of lading in the space provided. Be sure to sign above the line designated "Consignee". Surrender the original bill of lading to the freight agent, and if it has been necessary to issue a Temporary Receipt, Standard Form 1060, pick this form up at this time and destroy it together with the copy which has been held by the consignee.

If, when receipting the original bill of lading, the consignee receipts also the memorandum copy, make notations on the bottom of this memorandum copy as to the date the car was made available for unloading, the actual weight received, which will be the same weight reported on the original bill of lading, and mail this memorandum copy to the state office.

If there was a loss, damage, shortage, or overage which necessitated obtaining from the carrier's agent a "Certificate of Inspection", in duplicate, one copy of the Certificate of Inspection should accompany the Form ACP-67, Revised, to the state office.

If, after releasing the bill of lading, ACP-67 Revised, and other pages on which there is noted a loss, shortage, damage or overage, it is discovered there was no loss, shortage, damage or overage and that the shipment was actually received in good order and the proper amount, a written report of all details should be addressed to the state office immediately.

m. Temporary Receipt and Certificate in Lieu of Lost Bill of Lading. In the event the bill of lading has not been received by the consignee at the time notice of arrival is given by the carrier, surrender of the car may be accomplished by furnishing the agent of the carrier

a Temporary Receipt, Standard Form 1060, for property actually received. The state office should be notified immediately that shipment covered by request number _____ has been received, but that the original bill of lading has not. The state office will then initiate a tracer in an attempt to find the lost bill of lading. If the bill of lading cannot be found in a reasonable time, the state office will issue a certificate in lieu thereof. This certificate in lieu of lost bill of lading, Standard Form 1061, will be routed through the same channels as the original bill of lading, and on receipt of the original copy by the consignee, he will execute the consignee's certificate of delivery and surrender this to the delivering carrier's agent, picking up the Temporary Receipt and destroying it. Should the original bill of lading be located after notifying the state office to initiate a tracer, the state office should be advised of this fact immediately that the tracer may be suspended. If, however, the original bill of lading is located, after issuance of certificate in lieu of lost bill of lading, the bill of lading should not be executed but a notation made on the face to the effect that certificate in lieu thereof has been issued, and forwarded to the Washington Office through the state office with a letter of explanation.

n. If no part of a shipment is received at its destination and the consignee has checked back through the state office, and it has been determined that the shipment was lost, the local agent of the last carrier will be notified in writing and the original unaccomplished Government Bill of Lading, with a letter of explanation and a copy of the notice to the freight agent, will be forwarded through the state office to the Washington Office.

o. Reconsignment and Diversion. A shipment may be reconsigned or diverted to a new consignee or another destination when the shipment is still in transit, or, if the shipment has arrived at destination and has not yet been removed from the carrier's possession.

Carriers allow 24 hours free time in which to accomplish a reconsignment or diversion and action must therefore be taken promptly in order to avoid demurrage or storage charges.

If it becomes necessary because of error or other circumstances to divert a shipment from one destination to another, written instructions directing the reconsignment or diversion must be given the proper agent of the carrier who has physical charge of the shipment at the time. The state office directing a reconsignment or diversion of a shipment will communicate with the original consignee and secure the original bill of lading, and note on the original bill of lading the following: "This shipment reconsigned to _____ on this bill of lading. No other bill of lading issued to cover haul from _____ to _____. Authority for reconsigning. (Signed) _____."

The original bill of lading endorsed as required above should then be forwarded at once to the new consignee at the new destination.

In the event a reconsignment or diversion is instigated by a state office, a full report of the transaction in writing should be made at once to the Washington Office.

p. Conversion of Commercial Bills of Lading. When shipments are received on commercial freight or express bills of lading and the transportation therefor is properly chargeable to the public funds, proper representatives of the Agricultural Adjustment Agency will convert such commercial bill of lading by attaching the original commercial bill of lading, or the original express receipt, to a serially numbered Standard Form 1058, "Government Bill of Lading" (original), on which certificate of receipt will then be accomplished, and memorandum copies thereof, distributed as hereinbefore provided for under the heading "Issuing Government Bills of Lading". Mark in the body of the bill of lading and all copies, "Converted Commercial Bill of Lading", or "Converted Express Shipment".

q. After completing delivery, the consignee will return the receipted Form ACP-64, the NED-44 and the ACP-67 within 24 hours to the county office or place them in the mail. He will keep the blue copy of ACP-67.

II. County Office Procedure after Return of Forms ACP-64, ACP-67 and NED-44.

a. Correct their NED-44 and NED-100 in accordance with the entries in Section VI of the white copies of ACP-64. Corrections in Column 2 of NED-44 should be made by drawing a single line through the original entry and entering the amount actually received immediately above. The total of Column 2 should also be corrected. No changes may be made in Column 5.

b. Enter the date of delivery shown on the ACP-64 on NED-101, Column 12.

c. Transmit the white ACP-64's and the white and pink copy of ACP-67 to the state office within 24 hours.

d. File in the farm folders the yellow copies of ACP-64.

e. File the heavy copy of NED-44 and the yellow ACP-67 in the permanent file of Aaa numbers.

Section L. SUPPLIERS BILLING PROCEDURE.

I. Liming Materials Suppliers.

a. Suppliers will bill on Form NED-69 instead of on Form 1034 as in the past. Suppliers should itemize on this form all ACP-64's by kind of material and by county for farm or f.o.b. truck delivery and list Aaa numbers for f.o.b. car shipments. Suppliers should list Aaa numbers and farm serial numbers under each Aaa number numerically.

b. Instructions for preparation of Form NED-69. In the heading of Form NED-69 should be entered the kind of material ie, bagged

ground limestone, bulk burned lump lime, etc., except as provided in 4 below, the contract number, and the state and county supplied. No entry will be made by the contractor on the line in the upper right hand corner entitled "Bureau Voucher No.".

In the columns immediately below the heading, enter, from left to right, the following:

1. Column headed "Aaa No." (in numerical order): the Aaa number shown on each Form ACP-64.

2. Column headed "Farm No.": the farm serial number entered on the first line in the upper right hand corner of each Form ACP-64 (do not enter state and county code).

3. Column headed "Delivery Date": the date the material was delivered, as indicated by the date entered in the space provided in Section VI of Form ACP-64.

4. Columns headed "Tons delivered" - Cols. 1, 2, 3 and 4: The terms plant, farm, spread, or abbreviations should be inserted. Each supplier should only use one NED-69 per county per week unless he is furnishing more than four kinds of material or more than four types of delivery. If the space provided at the heading of the columns is not sufficient to describe the material fully, the code should be typed in the space under the number of the form. For example,

Col. 1 - Plant, bag ground limestone

Col. 2 - Farm, bag ground limestone

Col. 3 - Farm, bulk burned lump lime

Col. 4 - Spread, ground limestone

The number of tons of each kind of material for each type of delivery should be entered in the appropriate columns.

If delivery is made on Government Bill of Lading, enter in the column headed "Farm No." the word "car", and enter the number of tons under the column headed "plant" for the same kind of material if the price is the same. If the price of material f.o.b. truck and f.o.b. cars is different, two columns will have to be utilized if both types of delivery are being reported.

All tonnages listed in one column must be for the same unit cost.

5. In the lower part of Form NED-69, below the words "Total Delivered", enter the following:

a. Under "Tons" - Col. 1, the total of the entries in the columns headed "Tons delivered - Col. 1".

b. Under "Tons" - Col. 2: the total of the entries in the columns headed "Tons delivered - Col. 2".

c. Under "Tons" - Col. 3: the total of the entries in the columns headed "Tons delivered - Col. 3".

d. Under "Tons" - Col. 4: the total of the entries in the columns headed "Tons delivered - Col. 4".

e. Under "Unit Cost": the net price per ton for each type of delivery.

f. Under "Total": the number of tons entered under "Tons" times the "Unit Cost" for each type of delivery.

g. On the line entitled "Total Cost": the total of the column headed "Total".

6. Each set should be numbered in the space provided in the lower right-hand corner indicating the individual sheet number and the total number of sets for each county.

7. On the line in the lower right-hand corner, enter the date representing the end of the period covered by the Form NED-69. (Note: All ACP-64's included in the bill should bear a delivery date previous to the date shown on this line.)

8. In the indicated spaces in the lower left portion of Form NED-69 there should appear the name of the contractor, the signature of the contractor or his authorized agent, and the date the bill was prepared.

9. No entries are to be made by the contractor in the spaces on the last line of the form above the words "Approved for State Committee" and "Date".

c. Distribution of Form NED-69. (See page 55)

1. Detach the last two copies, mail the balance to the state office with the related ACP-64's, mail the Washington Office copy to the Conservation Materials and Services Unit, Northeast Division, Agricultural Adjustment Agency, Washington, D. C., and retain the copy labeled "Supplier's Copy".

II. Suppliers of all other material.

a. Suppliers of other than liming material will bill on Form 1034 which will be prepared at least once a week as follows:

1. Form 1034 can be supplemented with Form 1035, continuation sheet, where necessary.

2. Prepare original and three copies of this form.

3. Make no entries in space for "D.O. Voucher No."
4. Make no entry in space for "Bureau Voucher No."
5. On line headed "U.S." enter "Department of Agriculture, A.A.A."

a. "Department of Agriculture" has been printed on some forms and "A.A.A." has been omitted. Be sure to include "A.A.A., North-east Division".

6. Make no entry in the block headed "General Accounting Office Preaudit".

7. On line for "Voucher Prepared at" enter the complete address of the company.

8. Make no entry in the block headed "Paid by".

9. On the line for "The United States, Dr." "To" enter the name of the company as shown on the contract.

10. On the line for address enter company's address.

11. Make use of line "Payee's Account No." if desired.

12. In the space for "Terms - - - - % Discount Cash - - - days." enter the percentage and the number of days during which the discount is effective. Make no entry if contract does not provide for discount.

13. Enter in column headed "No. and date of order" the Aaa Request for Shipment number, date of the request and the code number of the state and county covered by the request.

14. The column headed "Date of Delivery or Service" should be left blank if the delivery was made by rail since the supplier has no way of knowing the actual delivery date. If delivery is made at the supplier's plant or by truck, he should enter the actual delivery date. In the event deliveries are made over several days, the date of the delivery completing the order should be entered.

15. In the column headed "Articles or services" enter a complete description of the material furnished. This description must be sufficient to identify the material furnished as being the same as covered by the contract. General description such as "Fertilizer Materials" is not acceptable.

16. In the column headed "Quantity" enter the number of tons or thousands of trees delivered for each different unit price.

17. In the column headed "Unit Price" "Cost" enter the unit price as shown on contract.

18. In the column headed "Unit Price" "Per" enter the unit measurement such as "tons" or "thousand".

19. In the column headed "Amount" enter the amount claimed for the material furnished.

20. Information called for in paragraphs 21 to 24 inclusive of this procedure should be furnished for railroad shipments only.

21. In the space for "Shipped from" enter the shipping point from which rail charges are to be made as shown in contract.

22. In the space for "to" on the same line as that referred to in paragraph 21 enter the point at which the consignee received the materials.

23. In the space for weight enter the weight of the materials received.

24. In the space for "Government B/L No." enter the number of the Government Bill of Lading.

25. In the space for "Total" enter the total amount claimed for all of the materials listed on the form.

26. In the space for "Payee" should be inserted the name of the contractor exactly as it appears on the contract and on the caption of the voucher. If the name of the payee has been entered by an agent the signature of the agent and his official title should be entered in the space "per" and "title".

27. In the space for "Contract No." enter the number assigned to the contract.

28. In the space for "Date" on the same line as "Contract No." enter the date of the contract.

29. Make no entries in the spaces for "Req. No.", "Date", and "Invoice Received".

30. Make no entries below this section.

b. Suppliers will also prepare Form AD-105 and attach to the original 1034.

c. The supplier will retain one copy of 1034 and mail the original and two copies with the ACP-64's in the case of farmyard delivery to the state office which placed the orders.

Section M. STATE OFFICE PROCEDURE IN CONNECTION WITH BILLS
SUBMITTED BY SUPPLIERS.

I. Payments to Suppliers of Liming Material.

1. See Page 33, Paragraph IV concerning discounts.

a.

than siding deliveries.

1. The state office will receive from each supplier each week Form NED-69 "Contractor's Delivery Summary" together with the related Forms ACP-64 "Request for Conservation Materials".

2. The state office will:

(a) Determine that Section VI of Forms ACP-64 has been signed by the applicant or his representative. If there is listed on Form NED-69 data relative to a Form ACP-64 which has not been properly signed, delete this data from Form NED-69 and prepare a difference statement.* (See page 32 for preparation and distribution of this difference statement.)

(b) Check the receipted copies of Forms ACP-64 to the state office copy of Form NED-44 to determine that all pertinent data agree.

(1) If it is found that the amounts shown on Form ACP-64 are greater than the amounts shown on Form NED-44, make a note that the ACP-64 is greater than the NED-44 and prepare a difference statement. (See page 32.) If it is found that the amounts shown on NED-44 are greater than the amounts shown on ACP-64, correct the NED-44 to agree with the ACP-64 and send a memorandum of the difference to the state accountant.

(2) Corrections in Column (2) on NED-44 should be made by drawing a single line through the original entry and entering the amount actually received immediately above. The total of Column (2) should also be corrected. No changes may be made in Column (5).

(c) Enter the date on which the material was delivered to the applicant on the proper line in Column (3) of the original Form NED-44.

(d) Check the receipted copies of Form ACP-64 to Form NED-69 to determine that all pertinent data agree. Note: If a disagreement is found, return the Form NED-69 and all related Forms ACP-64 to the supplier with a letter pointing out the discrepancy. This letter should be prepared after a complete examination of all of the information in order that it will not be necessary to return the forms more than once. A copy of this letter should be forwarded to the Regional Office.

(e) Examine the Form NED-69 and determine that:

(1) The form has been signed by the supplier.

(2) All pertinent information for each applicant has been entered.

* Prior to the preparation of a difference statement the state office should check with either the farmer or the supplier if it is felt that an error has been made which can be corrected or explained by either party and thus obviate the necessity of a difference statement.

(3) All changes or erasures have been initialed by the person signing the form or, in the case of state office corrections, by the clerk making the change.

(4) All computations have been correctly performed.

(f) Determine that the name and address of the supplier, the contract number, and the unit price as shown on Form MED-69 agree exactly with those shown on the contract.

(g) If the amount of material delivered as shown on Form MED-69 is less than the contract weekly minimum, consult the supervisor.

(h) Post the required information on Form MED-71, "Contract Control Card" for suppliers furnishing only within the state.

(i) Prepare Standard Forms 1034 and 1035 in accordance with the instructions on page 33.

(j) Prepare Standard Form 1064 in accordance with the instructions on page 33.

(k) Return original MED-44 to the county office after Column 3 has been completed.

b. Railroad Deliveries.

1. Forms ACP-67 "Receiving and Inspection Report" together with the related Forms ACP-64 will be received in the state office from the county offices and MED-69 from the supplier.

2. The state office will:

(a) Determine that the full amount ordered is reported on ACP-67 or that appropriate notations have been made if there is a discrepancy.

(b) Determine that Section VI of Forms ACP-64 has been signed by the applicant or his representative.

(c) Check the receipted copies of Forms ACP-64 to the state office copy of Form MED-44 to determine that all pertinent data agree. If it is found that the amounts shown on the Forms ACP-64 differ from those shown on Form MED-44, correct the MED-44 to agree with the ACP-64's after first checking with the county office to confirm the accuracy of the discrepancies between MED-44 and the ACP-64's

(1). Corrections in Column (2) on MED-44 should be made by drawing a single line through the original entry and entering the amount actually received immediately above. The total of Column (2)

should also be corrected. No changes may be made in Column (5).

(d) Enter the date on which the material was delivered to the applicant on the proper line in Column 3 of the original Form NED-44.

(e) Check the copy of Form ACP-67 "Receiving and Inspection Report" to the state office copy of Form NED-44 to determine that the actual amount ordered was received in a satisfactory condition. If a shortage of material is reported, prepare a difference statement. (See Page 32). If a shortage of material is reported for which the railroad is definitely responsible, prepare a difference statement in order that the bill of lading may be corrected. (See Page 32.)

(f) Prepare Standard Forms 1034 and 1035 in accordance with the instructions on page 33 if the supplier's bill on NED-69 conforms to the ACP-67. If not, the preparation of the voucher should be delayed until any discrepancy is cleared with the supplier.

(g) Prepare Standard Form 1064 in accordance with the instructions on page 33.

(h) Determine that the name and address of the supplier, the contract number, and the unit price as shown on Form 1034 and 1035 agree exactly with those shown on the contract.

(i) If the amount of material delivered as shown on Standard Forms 1034 and 1035 is less than the contract weekly minimum, consult the supervisor.

(j) Post the required information on Form NED-71, "Contract Control Card" for suppliers furnishing only within the state.

(k) Return original NED-44 to the county office after Column 3 has been completed.

II. Payment to suppliers of other than liming materials.

a. Other than siding deliveries.

1. The state office will receive from each supplier each week Form 1034 (and 1035 where necessary) together with the related Forms ACP-64.

2. The state office will:

(a) Determine that Section VI of Forms ACP-64 has been signed by the applicant or his representative.

(b) Check the receipted copies of Forms ACP-64 to the state office copy of Form NED-44 to determine that all pertinent data agree.

(1) If it is found that the amounts shown on Form ACP-64 are greater than the amounts shown on Form NED-44, correct the ACP-64 to agree with the NED-44 and prepare a difference statement (See page 29.) If it is found that the amounts shown on NED-44 are greater than the amounts shown on ACP-64, correct the NED-44 to agree with the ACP-64 and prepare a difference statement. (See page 32.)

(2) Corrections in Column (2) on NED-44 should be made by drawing a single line through the original entry and entering the amount actually received immediately above. The total of Column (2) should also be corrected. No changes may be made in Column (5).

(c) Enter the date on which the material was delivered to the applicant on the proper line in Column 3 of the original NED-44.

(d) If the totals of Section VI of Forms ACP-64 do not equal the total billed for by the supplier, return all forms to him with a letter pointing out the discrepancy.

(e) Examine Forms 1034 and 1035 and determine that:

(1) The form has been signed by the supplier.

(2) The totals receipted for on the Forms ACP-64 are for each Aaa number equal to the amount billed.

(3) The unit price agrees with the contract.

(f) Prepare ACP-67 for each Aaa number.

b. Siding deliveries.

1. The state office will receive from

(a) Each supplier each week Form 1034 (and 1035 when necessary) covering orders shipped.

(b) Each county office within 48 hours from the receipt of material the related Forms ACP-67 and 64.

2. The state office will:

(a) Determine that the full amount ordered is reported on ACP-67 or that appropriate notations have been made if there is a discrepancy.

(b) Determine that Section VI of Forms ACP-64 has been signed by the applicant or his representative.

(c) Check the receipted copies of Forms ACP-64 to the state office copy of Form NED-44 and the ACP-67 to determine that all pertinent data agree.

(1) If it is found that the amounts shown on Form ACP-64 are greater than the amounts shown on Form NED-44, correct the ACP-64 to agree with the NED-44 after first checking with the county office to confirm the accuracy of the discrepancies between NED-44 and the ACP-64's and prepare a difference statement (see page 32). If it is found that the amounts shown on NED-44 are greater than the amounts shown on ACP-64, correct the NED-44 to agree with the ACP-64 and send a memorandum of the difference to the state accountant.

(2) Corrections in Column (2) on NED-44 should be made by drawing a single line through the original entry and entering the amount actually received immediately above. The total of Column (2) should also be corrected. No changes may be made in Column (5).

(d) If the totals of Section VI of Forms ACP-64 do not equal the total billed for by the supplier, return all forms to him with a letter pointing out the discrepancy.

(e) Examine Forms 1034 and 1035 and determine that:

(1) The form has been signed by the supplier.

(2) The totals receipted for on the Forms ACP-64 are for each Aaa number equal to the amount billed

III. Preparation of Difference Statement.

a. Prepare original and four copies of the form.

b. The form will show:

1. Payee's name exactly as it appears on the voucher.
2. Period of voucher or date of service.
3. Date of preparation.
4. Amount claimed.
5. Amount certified.
6. Amount deducted.

(a) Set out the computation by which the approved amount was obtained.

(b) Explanation of error.

(c) Reason for deduction.

c. Distribution of Statement.

1. Original to accompany voucher for payment.
2. Copy to payee.
3. Copy to be attached to state office copy of voucher.
4. Copy to state accountant.
5. Copy to Regional Office.

IV. Discounts.

a. Claims submitted by suppliers offering a discount must be handled promptly so that payment can be made within the discount period. If a discount is lost, the certifying officer must prepare a statement explaining the reason for such loss. If this explanation indicates that the amount of the discount was lost due to negligence, it will be necessary that the responsibility be fixed and the Government reimbursed for the amount of the discount lost.

b. Discount periods will be figured from the date a properly executed Form NED-69, "Contractor's Delivery Summary", and accompanying ACP-64's properly executed in Section VI are received in the state office.

c. If it is necessary to return Form NED-69 or Form 1034 to the supplier because of errors in preparation, the discount period will be figured from the date of receipt of the corrected form in the state office.

V. Maintenance of NED-71, "Contract Control Card".

a. The form will be maintained by each state office for contracts under which material is furnished only in one state. The Regional Office will check suppliers who are furnishing in more than one state.

Section N. PREPARATION OF PUBLIC VOUCHERS, STANDARD FORMS 1034, 1035 and 1064 AND MILLING SLIP AD-105 BY STATE OFFICE - ONLY FOR MILLING MATERIAL

I. Preparation of Standard Forms 1034 and 1035.

- a. Prepare original and three copies of this form.
- b. Make no entries in space for "D. O. Voucher No.".
- c. In the space for "Bu. Vou. No." enter a number assigned in accordance with the following procedure.
 1. Each state office will establish a register of Bureau Voucher numbers.

This number will be composed as follows:

- 1st -- State Code
- 2nd -- 43 - C. M.
- 3rd -- number beginning with 1 and continuing in numerical sequence. Care should be taken to insure that these numbers are not duplicated. It is suggested that a number sheet be used to avoid duplication. These numbers should be assigned in state sequence rather than in county sequence.

d. On line headed "U.S." enter "Department of Agriculture, A. A. A.".

1. "Department of Agriculture" has been printed on some forms and "A.A.A." has been omitted. Be sure to include "A.A.A.".

e. Make no entry in the block headed "General Accounting Office Preaudit".

f. On line for "Voucher prepared at" enter the complete address of the state office and the date.

g. On line for "The United States, Dr." "to" enter the name of the payee as shown on Form 71, "Contractor's Contract Control Card" or on Form ACP-67.

h. On line for address enter the payee's address.

i. Make no entry in space for "Payee's Account No.".

j. In space for "Terms - - - -% Discount Cash - - - - days." enter the percentage and the number of days during which the discount is effective. Make no entry if contract does not provide for discount.

k. Make no entry in the column headed "No. and date of order".

l. In the column headed "Date of Delivery or Service" enter:

(1) For deliveries other than railroad, the dates of the period covered by Form NED-69, "Contractor's Delivery Summary", or

(2) For railroad deliveries, the date the material was received in the county as shown on Form ACP-67.

m. In the column headed "Articles or Services" enter a complete description of the material furnished. This description must be sufficient to identify the material furnished as being the same as covered by the contract. General description such as "Liming Materials" is not acceptable.

n. In the column headed "Quantity" enter the number of tons or thousands of trees delivered for each different unit price.

o. In the column headed "Unit Price" "Per" enter the unit measurement such as "tons" or "thousands".

p. In the column headed "Amount" enter the amount claimed for the material furnished.

q. Information called for in paragraphs r to u inclusive of this procedure should be furnished for railroad shipments only.

r. In the space for "Shipped from" enter the shipping point from which rail charges are to be made as shown in contract.

s. In the space for "to" on the same line enter the point at which the consignee received the materials.

t. In the space for weight enter the weight of the materials received.

u. In the space for "Government B/L No." enter the number of the Government Bill of Lading.

v. In the space for "Total" enter the total amount claimed for all of the materials listed on the form.

w. In the space for "Payee" enter the phrase "See attached Form NED-69, 'Contractor's Delivery Summary'".

x. In the block for "Differences":

(1) If a difference statement has been issued, indicate the amount shown on the difference statement opposite the word "Differences".

(2) If a discount is offered, type the words "Discount" under the word "Differences" and enter opposite the word "Discount" the amount of the discount.

y. In the space for "Account verified correct for" the result obtained by subtracting from the amount opposite the word "Total" the amount shown in the block for "Differences".

z. In the space for "Contract No." enter the number assigned to the contract.

aa. In the space for "Date" on the same line as "Contract No." enter the date of the contract.

bb. Make no entries in the spaces for "Req. No.", "Date", and "Invoice Rec'd.".

cc. In the space for "Approval for \$ _____" enter the amount for which the voucher is finally approved. This amount must agree with that shown opposite the words "Account verified, correct for".

dd. Make no entry on the line to the right of the words "(Sign original only)" and above the line headed "Title".

ee. In the space for "Title" enter "Authorized Certifying Officer".

ff. In the block for "Accounting Classification", enter:

(1) Appropriation and account symbol number, which for 1943 conservation materials will be 1232215(35).031.

(2) Appropriation title, which for 1943 conservation materials will be "Conservation and Use of Agricultural Land Resources Department of Agriculture 1943 (ACAA) (Conservation Payments)".

gg. When Form 1064 has been prepared enter the schedule number assigned to that form in the lower left corner of Form 1034.

II. Preparation of Mailing Slip - Form AD-105.

a. Fill in this form being sure that the contractor's name and address are the same as on the contract.

III. Preparation of Schedule of Disbursement, Standard Form 1064.

a. Prepare original and four copies of this form.

b. In the space for "Department or Establishment" enter "Agriculture".

c. In the space for "Bureau or Office" enter "A.A.A." and the state in which the form is prepared.

d. In the space for "by" enter "G. F. Allen".

e. In the space for "Title or Rank" enter "Chief Disbursing Officer".

f. In the space for "Station" enter at New York, New York.

g. In the space for "Period" enter the month in which it is expected the payments will be made.

h. In the space for "Symbol No.", enter "78-602".

i. In the space for "Bureau Schedule No." enter a number assigned in accordance with the following procedure.

1. Each state office will establish a register of Bureau Schedule numbers. This number will be composed as follows:

1st - 0563 - Allotment Code Symbol for 1943 conservation materials.

2nd - State Code.

3rd - Number beginning with 1 and continuing in numerical sequence. Care should be taken to insure that these numbers are not duplicated. It is suggested that a number sheet be used to avoid duplication. These numbers should be assigned in state sequence.

j. In the space for "date" enter the current date.

k. Make no entries in the columns headed "Disbursing Officer's Voucher No." and "For G.A.O. Only".

l. In the column headed "Bureau or Office Voucher No." enter the Bureau Office Voucher for each Form 1064 to be listed on Form 1064.

m. In the column headed "Payee" on the same line on which appears the Bureau Voucher Number enter the full name of the payee exactly as it appears on the voucher.

n. If a discount shows on the voucher, enter on Form 1064 immediately below the entry referred to in paragraph m above the words "LAST DISCOUNT DATE". These words should be capitalized and underlined. Immediately below the words "LAST DISCOUNT DATE" enter the date on which the discount period expires.

o. In the column headed "Symbol of Appropriation or Fund" enter the symbol of the appropriation. This number need not be repeated.

p. In the column headed "Amount" enter the figure shown on the voucher in the space for "Approved for \$_____".

q. In the space immediately above the double line at the bottom of the form in the column headed "Symbol of Appropriation or Fund" type the word "Total".

r. At the bottom of the column headed "Amount" and opposite the word "Total" referred to in paragraph q above enter the sum of the entries in this column.

s. In the lower right corner on the line above the word "Title" type "Authorized Certifying Officer".

t. After the State Accountant has indicated that funds are available, the form is ready for the signature of the certifying officer.

IV. Certification of Standard Form 1064.

a. The certifying officer will sign this form after receiving assurance from the State Accountant that funds are available only when:

1. He has ascertained, in the case of a supplier furnishing only in that state, that the supplier has met his weekly guarantee as shown by the NED-71, "Contract Control Card", or

2. He is notified once a week by the Head of the Conservation Materials and Services Unit of the Washington Office that the supplier is within his guarantee, or

3. He is notified by the Head of the Conservation Materials and Services Unit that the supplier has received an extension of time and, consequently, pending vouchers can be certified.

Section O. DISPOSITION OF FORMS ACP-64, AND 67, NED 44 and 69, STANDARD VOUCHER FORMS 1034, 1035, and 1064, MEMORANDUM COPIES OF GOVERNMENT BILL OF LADING AND AD-105 BY THE STATE OFFICE.

I. Liming Material.

a. Siding delivery.

1. The white copies of Form ACP-64 and pink copies of ACP-67 should be filed in the State office.

2. The original NED-69 and original and first copy of Standard Voucher Forms 1034, 1035, and original and two copies of 1064 and Mailing Slip Form AD-105 should be forwarded to the Disbursing Office.

3. The second copy of Standard Voucher Forms 1034, 1035, and 1064 should be forwarded to the State Accountant.

4. The third copy of Standard Voucher Forms 1034, 1035, and 1064 and the State office copy of NED-69 should be retained in the State office.

5. The county office copies of NED-44 and 69 should be forwarded to the county office.

6. Mail the white copy of Form ACP-67 to Thomas J. Smart, Control Accounts and Audit Section, 1037 North High Street, Columbus, Ohio.

b. Other than siding delivery.

1. The white copies of Form ACP-64 should be filed in the State office.

2. The original NED-69 and original and first copy of Standard Voucher Forms 1034, 1035, and original and two copies of 1064 and Mailing Slip Form AD-105 should be forwarded to the Disbursing Office.

3. The second copy of Standard Voucher Forms 1034, 1035, and 1064 should be forwarded to the State Accountant.

4. The third copy of Standard Voucher Forms 1034, 1035, and 1064 and the State office copy of NED-69 should be retained in the State office.

5. The county office copies of NED-44 and 69 should be forwarded in the county office.

II. Other than Lining Material.

a. Siding delivery.

1. The white copies of Form ACP-64 and pink copy of ACP-67 should be filed in the State office.

2. The white copy of ACP-67 and original and first copy of Standard Voucher Forms 1034, 1035, Form AD-105, and Administrative Audit Memorandum copy of the bill of lading should be forwarded to Thomas J. Smart, Control Accounts and Audit Section, 1037 North High Street, Columbus, Ohio.

3. The second copy of Standard Voucher Forms 1034 and 1035 should be forwarded to the State Accountant.

4. The third copy of Standard Voucher Forms 1034 and 1035 should be retained in the State office

b. Other than siding delivery.

1. The white copies of Form ACP-64 and pink, yellow and blue copies of ACP-67 should be filed in the State office.

2. The white copy of ACP-67 and original and first copy of Standard Voucher Forms 1034, 1035, and Form AD-105 should be forwarded to Thomas J. Smart, Control Accounts and Audit Section, 1037 North High Street, Columbus, Ohio.

3. The second copy of Standard Voucher Forms 1034, and 1035 should be forwarded to the State Accountant.

4. The third copy of Standard Voucher Forms 1034 and 1035 should be retained in the State office.

Section P. COUNTY OFFICE PROCEDURE AFTER RETURN OF ORIGINAL NED-44 and NED-69 FROM STATE OFFICE.

I. The county office will complete the original and its copy of NED-44 as follows:

a. "Tons in Shipment". Enter in this space the quantity of material delivered to farmers under this request for shipment.

b. "Extra charges". Enter in this space as a total for the shipment any extra charges resulting from demurrage or extra handling incident to demurrage.

c. "Column 6". Enter in this column opposite the name of the producer extra charges collected from him as a result of expenses incurred because of his delay in taking delivery.

d. "Column 7". In the event a farmer will accept none or only part of his order and it is necessary to make a refund, the correct amount of money shall be refunded to him by the treasurer of the association and this amount entered in Column 7. However, the full amount originally collected from the farmer shall not be changed on NED-44.

e. "Column 8". If a farmer accepts none or only a part of his order and no refund is to be made, the amount of the cash advance which the county committee declares to be defaulted will be entered in Column 8.

f. The entry in Column 3 on the original NED-44 may be carried forward to the county association copy but it must be entered in Column 12 of NED-101.

II. When the form is otherwise completed, the treasurer will sign in the space provided. If the same person is both secretary and treasurer of the association, his name must be subscribed in the space provided for the signature of each.

III. File NED-69 in the county office and forward original NED-44 to the State office.

Section Q. STATE OFFICE PROCEDURE UPON RECEIPT OF COMPLETED NED-44

I. The original NED-44 will go first to the person in the State office handling the association accounts who will secure the information he needs from it. It will then go to the person in charge of Conservation Materials to be filed.

Section R. CHECKING QUALITY OF MATERIAL FURNISHED

I. Sampling. The State office will be responsible for seeing that samples are taken in accordance with the following instructions. Samples will be taken of both liming and fertilizer material by a representative of the State office at the manufacturer's plant. One sample a month, with the first sample being taken not later than seven days after the first delivery has been made, is required. Additional samples may be required either by the State or Washington office. Upon receipt of a sample falling below guarantee, the Washington office will require a sample a week until the material analyzes as guaranteed. If possible, samples should be taken from material delivered each week since the date of the last sample which met the guarantee.

II. Method of Sampling. Samples being taken at plants which furnish bagged material should be taken directly from the bagging machine insofar as possible. Bulk material may be sampled either from a loading spout or from a storage bin. In any event, care should be taken to be sure that a representative sample is secured.

III. Type of Container. The sample should be collected in a water-tight glass jar which will be furnished by the Regional Office.

IV. Identification of Sample. Form ACP-153, which will be furnished in redi-form sets of four copies each, shall be prepared and one copy forwarded to the Northeast Division. The other three copies shall be forwarded with the sample in the wooden container furnished by the Washington Office either direct to Dr. K. D. Jacob, Fertilizer Division, Bureau of Plant Industry, Beltsville, Maryland, or to the state office.

V. Shipping Containers. Shipping containers will be furnished by the Washington Office for use in mailing the samples to Dr. Jacob. A small number of these containers will be furnished each state for use in having samples sent to the state office from the field. The shipping containers should be sent on Government Bill of Lading by express and will be returned in the same manner with empty sampling tubes. It has been decided to use a substantial container because of the damaged conditions of so many samples submitted to the Regional Office during the 1942 Program.

VI. Analysis of Sample. All analyses of material will be under the supervision of Dr. K. D. Jacob of the Beltsville Experiment Station. As soon as the result of the analysis is known, a copy will be sent to the supplier and to the respective state office.

VII. Check on Weight. A check on the weight of the material will also be made at the time a sample for chemical analysis is taken. The weight report should be submitted to the state office which will file a copy with the Washington Office.

Section S. ALLOCATION OF MATERIALS.

I. Allocating material. The availability of some conservation materials in quantities less than the needs of the Region necessitates allocation by the Regional Office. Superphosphate, 0-14-14, trees and possibly liming material in some areas will be allocated. The state allocations must be distributed to counties by the state committee and the county allocation distributed by the county committee. It is essential that all offices adhere strictly to their allocations and not exceed them without first securing approval -- the county office from the state and the state office from the Regional Office.

II. Materials Correspondence. In the event that definite monthly allocations are made to the states, the states must notify the Regional Office as soon as it is apparent that the monthly allocation will not be used at all or in part as the case may be. Such notice stating the exact tonnage being released must reach the Regional Office not later than the 20th of the month.

III. Unless further restricted because of short supplies, each county's allocation for conservation material is the estimate reported on Form NED-68. Additional material cannot be ordered by a county until a revised NED-68 is submitted by the county committee and approved by the state committee and Regional Office.

IV. Each county office must maintain a check sheet, Form NED-72, for each type of material being furnished. This may be kept by supplier if desired. (See page 53)

V. Each state office must maintain NED-73 to prevent exceeding any allotment of material made by the Regional Office. (See page 59)

Section T. CORRESPONDENCE TO SUPPLIERS.

I. Any correspondence to suppliers pertaining to contractual matters, allocation of material or additional supplies must not be engaged in by personnel not in a position to be in possession of all the facts or able to make definite decisions or commitments. For example, county personnel must not write to suppliers furnishing in other counties or states except as provided in II a. State offices must clear with the Regional Office any action which might affect the interests of other states. In general, suppliers furnishing in more than one state should only be contacted about the above mentioned subjects by the Regional Office.

II. County offices must direct all correspondence to suppliers through the state office.

a. In some instances the state office may wish to authorize direct communication between the county office and suppliers. If this is done the county must send two copies of its correspondence to the state office and the state office will forward one to the Regional Office.

III. Copies of all correspondence which states have with suppliers on contractual matters, allocation of material or additional supplies should be sent to the Regional Office. The Washington Office will send copies of correspondence to suppliers to the states which may be affected.

Section U. SUPPLIES OF FORMS.

I. Forms to be used by state offices will be furnished by the Washington Office and forms to be used by suppliers will be sent direct to them from Washington.

Section V. WEEKLY REPORT BY STATES.

I. Instructions to state offices for preparation of weekly Summary of Conservation Materials ordered for 1943 - Form NER-705..

a. Form NER-705 will be prepared each week and must be received in the Washington Office not later than five days after the close of the week. A separate form will be submitted for 18% superphosphate,

19% superphosphate, 20% superphosphate, liming material, 0-14-14 fertilizer, trees, or any other material being furnished. The report will be prepared as per the sample on page 48, indicating by suppliers the following information:

1. The county.
2. The total number of ACP-64's placed with the particular contractor during the period for the county.
3. The name of the contractor and his shipping point.
4. The contract number.
5. Whether bag or bulk is applicable.
6. On the dotted line the number of tons (thousands in the case of trees) ordered during the period for a particular type of delivery. (Note: the same line should be used for the entries under each type of delivery for the same form of delivery, bag or bulk.)
7. On the solid line, immediately below the ton-nages entered as in (6) above, enter the cumulative tons ordered to date for each type of delivery.

Section W. ENTRIES ON ACP-8, 9 and 10 IN CONNECTION WITH MATERIALS.

I. Entries on Forms ACP-9 and ACP-10.

a. Refunds. See refund procedure outlined on page 38 and 38a of the County Association Handbook.

b. Consignee. If a consignee is otherwise employed by the association and acts as consignee, his claim should be shown under the same title by which he is otherwise employed. The claim does not have to be identified by the Request for Shipment number. The rate of pay for such a person while serving as a consignee may not exceed the maximum approved rate for the title under which the claim is made.

If a consignee is not otherwise employed by the association, but is employed only for the purpose of acting as consignee, his claim should be submitted as a "Miscellaneous" claim on Form ACP-9 under the title of "Consignee". The rate of pay for such consignee may not exceed \$5.50 per day. Such a claim must be supported by a certified true copy of an invoice made out to the association and signed by the claimant showing the amount due, how the expense was incurred and the amount chargeable to each Request for Shipment number.

Notwithstanding any of the foregoing provisions, in areas approved in advance by the Regional Director, arrangements may be made whereby the duties of a consignee may be performed on a per ton basis but at a rate not to exceed 50% per ton. Such claims should be submitted under "Miscellaneous" on Forms ACP-9 and the invoices substantiating these claims should indicate the correct Request for Shipment numbers.

c. Laborers. If it becomes necessary for the association to engage laborers to assist consignees, then such claims should be shown under "Miscellaneous" on Forms ACP-9 at a rate not to exceed \$4.00 per day. These claims must be supported by true copies of invoices identified by the proper Request for Shipment number.

d. Extra Charges. Demurrage or extra charges should be paid by the persons responsible for the delay in unloading the shipment. In case there is a demurrage or extra charge properly payable by the association, then such claim should be shown under "Miscellaneous" on ACP-9 in the name of the claimant and should be accompanied by certified true copies of an invoice on which is shown the proper Aaa number.

Should there be an extra labor charge incident to the demurrage, such extra labor charge may be shown as a "Miscellaneous" claim on ACP-9 in the name of the claimant and should be supported by true copies of an invoice identified by the correct Request for Shipment (Aaa) number.

II. Entries on ACP-8.

a. Reporting Collections of Charges Paid by Farmers. All collections in the form of cash advances for association expenses must be reported in line 1(c) of Form ACP-8 and must be supported by the first copy of the NED-44 which covers the collection being reported. The fifth copy of NED-44 will be attached to the county office copy of ACP-8.

In the event the demurrage or extra charge is paid by the association and later collected from the individual responsible for the charge, such collection must be recorded on NED-44 (Column 6) and also reported as a collection in Line 1(c) of the first ACP-8 submitted by the association after such collection has been made. The collections reported in Line 1(c) of the ACP-8 must be supported by a statement signed by the treasurer, listing the man's name from whom the collection was made, the amount, the reason for the charge, and the Aaa number involved. The copies of the accounts that are sent to the Treasury, state office, Washington Office and the one that remains in the county office should be accompanied by one of these statements.

PARTICULAR CARE SHOULD BE TAKEN TO SEE THAT A COLLECTION IS REPORTED ONLY ONCE.

In the event an order has not been completed at the time Form ACP-8 is prepared and consequently, an NED-44 does not list all the names which will be entered on the form when the order has been completed, an Aaa number will be assigned to the order and the first carbon of NED-44 identified by the Aaa number, will be forwarded anyway in support of the collections reported on ACP-8. When additional requests are approved and the names of those farmers covered by the additional requests are entered on this incomplete NED-44 to make up the complete order, the typist, before entering the additional names will insert a new NED-44 as the first carbon copy. The first copy will again be submitted in support of the collections reported on the next ACP-8 submitted. If the order is not as yet completed

at that time, the same steps will be followed again and continued each month until the order is completed. Example:

Form NED-44 lists only six names when ACP-8 is prepared for August. The first carbon of NED-44 will be forwarded with the August account in support of the collection reported on line 1(c), ACP-8. During the month of August there are 20 additional requests approved which are to be entered on the incomplete NED-44 to make up an order. Before the typist enters any of the additional 20 names on NED-44, a new NED-44 will be inserted between the original copy and the second carbon. This first carbon will show only the 20 names being added to the previous six. This first carbon will now be submitted in support of the entry for collections on the September ACP-8. If the order is still incomplete, the same steps will be followed and continued each month until the order is completed.

Section X. TRANSFERRING MATERIAL.

This section provides instructions for transferring material from one farmer to another after the original farmer has receipted for the delivery of such materials. County committees must understand, however, that it is clearly and definitely their responsibility to see that all material is finally used to carry out soil-building practices or that the proper entries are made on an application for payment which is filed showing, in the proper manner, that such material was not properly applied.

I. Transferring material within the program year. If, prior to the closing date for carrying out soil-building practices for the program year under which the material is furnished, it is determined that material furnished will, in all probability, not be properly used by the person to whom it was issued, such material may be transferred to one or more other farms or farmers in the following manner:

a. The cash paid for association expenses by the original recipient will be declared to be in default.

b. ACP-64's shall be executed in the usual manner for the new farmer or farmers to whom it is to be transferred. If the material is to be physically transferred from one farm to another, the county committee should try to have the new farmer agree to transfer the material to his farm at his own expense in lieu of the usual cash payment for association expenses. If this is not done, the proper cash advance should be collected in the regular manner. The material shall not actually be delivered to the new farmer until the state office has indicated its approval of such transfer.

c. A statement in triplicate shall be prepared by the county office and signed by the secretary to the county committee declaring that such cash advance has been declared by the county committee to be defaulted and that the entry for this person in column (2) of the NED-44 covering the shipment under which the material was originally delivered should be corrected by drawing a line through the original entry and inserting, immediately above, the quantity which was left on the farm. If no material is left on the farm, this entry will be zero. The original and one copy of this statement will be forwarded to the state office, where a person designated by

the state committee will indicate his approval or disapproval, and, if approved, transmit the original of the statement to the person in charge of the County Association Accounts. The statement shall further request that these substitute farmers should be entered on the NED-44 for the original shipment, indicating the quantity and date received, the amount and date paid for association expenses, and the ACP-8 on which the cash collection was reported. If the farmer performs the trucking service in lieu of a cash payment for association expenses, the statement should so indicate, instead of the amount and date paid and the ACP-8 on which reported. The statements required above may be made on Form NED-44.

II. Material transferred from a preceding program year.

If, after the closing date for carrying out soil-building practices under the 1942 Program year, it is determined that material furnished will, in all probability, not be properly used, such material may be transferred to a substitute farmer or farmers under the 1943 Program in the following manner:

a. The cash paid for association expenses by original recipients of materials which are later transferred to other farms or other farmers will be declared to be in default. A statement in triplicate shall be prepared by the county office and signed by the secretary to the county committee declaring that such cash advance has been declared by the county committee to be defaulted, and that the entry for this person in column (2) of the NED-44 covering the shipment under which the material was originally delivered should be corrected by drawing a line through the original entry and inserting, immediately above, the quantity which was left on the farm. If no material is left on the farm, this entry will be zero. The original and one copy of this statement will be forwarded to the state office where a person designated by the state committee will indicate his approval or disapproval and, if approved, transmit the original of the statement to the person in charge of the County Association Accounts.

b. ACP-64's shall be executed in the proper manner for the new farmer or farmers to whom the material is to be transferred at the deduction rate applicable for the type of material to be transferred under the program year for which it is being furnished. If the material is to be physically transferred from one farm to another, the county committee should try to have the new farmer agree to transfer the material to his farm at his own expense in lieu of the usual cash payment for the association expenses. If this is not done, there shall be collected, for association expenses from these new participants, the cash advance established for that type of material under the program year for which the material is being furnished.

c. A new set of NED-44's will be prepared and submitted to the state office in the usual manner except that, if the farmer transfers the material himself, the following statement will be entered on NED-44 in lieu of the regular entries for columns (4), (5), and (9): "Material transferred by producer in lieu of cash payment for association expenses." All, and only such, transferred material as was originally covered by one request for shipment number should be listed on such new NED-44. There shall be typed on this new NED-44 a statement indicating the program year from which this material is being transferred, and indicating the request for shipment number on which the material was

originally issued. However, such material will not be transferred to the new farmer until the state office indicates its approval of such transfer by approving the request in the usual manner.

d. MCP-67 need not be prepared for such orders.

e. If the original recipient has been placed on the Register of Indebtedness by reason of an application for payment filed which indicates that material furnished was not used, and such material is later transferred and the county committee desires that the original recipient be removed from the Register of Indebtedness, a supplemental application shall be prepared in the usual manner and accompanied by a statement signed by one or more members of the county committee, to the effect that the farmer should be removed from the Register for the reason that the county committee has taken the material back and re-issued it to another farmer. It will not be necessary to name the new farmer in such statement. If the county committee determines that the additional payment, if any, computed and offset by the deduction for materials furnished on the original application should not be made to the applicant because of the transfer of the material, the supplemental application should be submitted by the county committee without the signature of the applicant.

III. Handling charges incurred in connection with transferring material.

In those cases in which material is physically transferred from one farm to another and such transfer is not made by the new recipient of the material, county committees are authorized to make such arrangements to accomplish the transfer as are necessary. While it will not be necessary to solicit bids to secure trucking, it is pointed out that officers and regular employees are not eligible to perform such trucking services and receive compensation therefor, and that expenses incurred in this connection should be kept as low as possible. Any claims incurred for such trucking should be shown as a miscellaneous claim on MCP-9 and the body of the invoice supporting such claim should be prepared as follows: "Hauling _____ tons of _____ from _____ farm to _____ farm under Maca _____." Certified true copies of this invoice must accompany the account to substantiate the claim. In all other respects such claims shall be handled in accordance with standing instructions for miscellaneous claims. Such charges will not be shown as either handling or extra charges on MED-44.

A. W. Manchester
Director
Northeast Division

COMMODITY _____

NER-705 _____
(State)

SUMMARY OF CONSERVATION MATERIALS ORDERED

UNDER 1943 PROGRAM

Through _____
Month Day Year

COUNTY	NO. OF ACP- 64's	CONTRACTOR AND SHIPPING POINT	CONTRACT NO. Als	BAG OR BULK	TONS ORDERED			
					WEEKLY AND CUMULATIVE			
					F.O.B.	SIDING	FARM	SPREAD
A	25	I SHIPPING POINT	46215	BAG	100. 455		250. 614	
				BULK				40. 125
B	42	II SHIPPING POINT	47372	BAG		120. 303	46. 127	
C	2			BAG	20. 20			
B	17			BULK			123. 384	
F	11			BULK				50. 50
A	31	III SHIPPING POINT	45227	BAG			148. 403	

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Laas Number Sheet

Laas Number	Kind of Material	Tons, cwt., 1000, etc.
14-6-1	Lime	150 Tons
14-6-2	Super	30 Tons

DISTRIBUTION OF NED-44 FOR FARMYARD AND PLANT DELIVERY

FROM	TO	ORIGINAL	1st COPY	2nd COPY	3rd COPY	4th COPY (Heavy)	5th COPY
COUNTY OFFICE	STATE OFFICE	X	WITH X ACCOUNTS	X	FILED IN COUNTY OFFICE	X	FILLED IN COUNTY OFFICE WITH ACCOUNTS
STATE OFFICE	SUPPLIER	HELD IN STATE OFFICE UNTIL SHIP- MENT COMPLETED				FILED BY SUPPLIER	
STATE OFFICE	STATE ACCOUNTANT			FILED BY STATE ACCOUNTANT			
STATE OFFICE	COUNTY OFFICE	X					
COUNTY OFFICE	STATE AS- SOCIATION ACCOUNTS UNIT	X					
STATE OFFICE ASSOCIATION ACCOUNTS UNIT	STATE OFFICE CONSERVATION MATERIALS UNIT	FILED CONSERVATION MATERIALS UNIT					

DISTRIBUTION OF NED-44 FOR SIDING DELIVERY

FROM	TO	ORIGINAL	1st COPY	2nd COPY	3rd COPY	4th COPY (Heavy)	5th COPY
COUNTY OFFICE	STATE OFFICE	X	WITH X ACCOUNTS	X	X	X	FILED IN COUNTY OFFICE WITH ACCOUNTS
STATE OFFICE	SUPPLIER	FILED IN STATE OFFICE UNTIL SHIP'GNT COMPLETED			FILED BY SUPPLIER		
STATE OFFICE	STATE ACCOUNTANT			FILED BY STATE ACCOUNTANT			
STATE OFFICE	COUNTY OFFICE					X	
COUNTY OFFICE	CONSIGNEE					X	
CONSIGNEE	COUNTY OFFICE					FILED IN COUNTY OFFICE	
STATE OFFICE	COUNTY OFFICE	X					
COUNTY OFFICE	STATE OFFICE ASSOCIATION ACCOUNTS UNIT	X					
STATE OFFICE ASSOCIATION ACCOUNTS UNIT	STATE OFFICE CONSERVATION MATERIALS UNIT	FILED IN CONSERVATION MATERIALS UNIT					

DISTRIBUTION OF ACP-64 FOR FARMYARD OR PLANT DELIVERY

FROM	TO	WHITE COPY	YELLOW COPY	BLUE COPY
FARMER OR COMMITTEEMAN	COUNTY OFFICE	X	X	FILED BY FARMER
COUNTY OFFICE	TREASURER	X	X	
TREASURER	COUNTY OFFICE	Sec. VII & VIII Filed With Duplicate Deposit Slip	SEC. VII & VIII TO PERSON TAKING ORDER	
COUNTY OFFICE	STATE OFFICE	X	X	
STATE OFFICE	SUPPLIER	X		
SUPPLIER	STATE OFFICE	FILED IN STATE OFFICE		
STATE OFFICE	COUNTY OFFICE		FILED IN COUNTY OFFICE	

DISTRIBUTION OF ACP-64 FOR SIDING DELIVERY

FROM	TO	WHITE COPY	YELLOW COPY	BLUE COPY
FARMER OR COMMITTEEMAN	COUNTY OFFICE	X	X	FILED BY FARMER
COUNTY OFFICE	TREASURER	X	X	
TREASURER	COUNTY OFFICE	SEC. VI & VIII FILED WITH DUPLICATE DEPOSIT SLIP	SEC. VII & VIII TO PERSON TAKING ORDER	
COUNTY OFFICE	STATE OFFICE	X	X	
STATE OFFICE	COUNTY OFFICE	X	FILED IN COUNTY OFFICE	
COUNTY OFFICE	CONSIGNEE	X		
CONSIGNEE	COUNTY OFFICE	X		
COUNTY OFFICE	STATE OFFICE	FILED IN STATE OFFICE		

DISTRIBUTION OF FORM 112D-69

FROM	TO	ORIGINAL	1st COPY	2nd COPY	3rd COPY	4th COPY
SUPPLIER	WASHINGTON OFFICE					FILED IN WASHINGTON OFFICE
SUPPLIER	STATE OFFICE	X	X	X	FILED BY SUPPLIER	
STATE OFFICE	COUNTY OFFICE		FILED IN STATE OFFICE	FILED IN STATE OFFICE		
STATE OFFICE	DISBURSING OFFICE	FILED WITH 1034 BY D.O.				

DISPOSITION OF FORM ACP-133

FROM	TO	ORIGINAL	1st COPY	2nd COPY	3rd COPY
STATE OFFICE	N. E. DIV.				X
STATE OFFICE	DR. JACOB	X	X	X	
DR. JACOB	N.E. DIV.	FILED BY N.E.D	X	FILED BY DR. JACOB	
N.E.D.	STATE OFFICE		FILED BY STATE OFFICE		
N.E.D.	SUPPLIER				FILED BY SUPPLIER

NED-72

County Office Allocation
Check Sheet

Type of Material	Kind of Delivery	Amount of Allocation
Aaa Number	Tons (Cwt., etc.)	Balance
	100	900

DISTRIBUTION OF GOVERNMENT BILLS OF LADING

FROM :		TO :	ORIGINAL :	SHIPPING :	1	2	3	4	5
			BILL OF LADING :	ORDER :					
			FORM 1053 :	FORM 1059 :					
STATE OFFICE		SUPPLIER	X	X	X	X	X	X	FILED BY STATE OFFICE
SUPPLIER		INITIAL CARRIER	X	FILED BY CARRIER	X	X	X	X	
INITIAL CARRIER		SUPPLIER	X		X	X	X	X	
SUPPLIER		CONSIGNEE	X		X			FILED BY SUPPLIER	
CONSIGNEE		FINAL CARRIER	X						
CONSIGNEE		STATE OFFICE			X				
FINAL CARRIER		AUDIT SECTION	FILED BY AUDIT						
SUPPLIER		STATE OFFICE				X			
STATE OFFICE		ADMINISTRATIVE OFFICES						PROPERTY AND SUPPLY WASH.D.C.	

* Previously contained 6 memorandum copies.
 Copy overprinted "Northeast Division Copy" no longer necessary.

UNITED STATES DEPARTMENT OF AGRICULTURE

Agricultural Adjustment Agency

Northeast Division

STATE AND COUNTY COMMITTEE PROCEDURE
FOR PREPARING FOR FARM CONTRACTS FOR
1943 PRODUCTION ADJUSTMENT PROGRAM

1943 Agricultural Conservation Program

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STATE AND COUNTY COMMITTEE PROCEDURE
FOR PREPARING AND FILING CONTRACTS FOR
1943 PRODUCTION ALLOTMENT PROGRAM

SECTION I. GENERAL

A. Contents of Bulletins.

Instructions contained in this bulletin (NER-717) relate to the general procedure to be followed by State and county committees in (1) determining 1943 farm war crop goals, (2) determining 1943 farm acreage allotments and program yields, and (3) preparing and use of Notice of Allotments and Goals. Sections I through VIII are printed herewith and will be supplemented by additional sections as conditions arise.

Instructions for listing basic data and determining war crop goals and allotments and yields for commodities are contained in the following bulletins:

NER-701 - Procedure for Determining 1943 Wheat Acreage Allotments and Yields

NER-717-WC- Instructions for Determining 1943 War Crop Goals

NER-717-T - Instructions for Determining Tobacco Allotments and Program Yields

NER-717-C - Instructions for Determining Corn Allotments and Program Yields

B. Use of 1943 Forms.

Forms provided for use and referred to in these instructions are:

NER-24 - "Commodity Form - 194." This form will be used in connection with the determination of tobacco, and corn acreage allotments and yields according to instructions contained in the bulletins outlined in paragraph "A" above.

NER-53 - "Acreage Data Sheet." This form will be used for listing acreage data as provided for in the instructions contained in the bulletins outlined in the paragraph "A" above.

NER-715 - "Farm Practice Plan." This form will be used for computing 1943 soil-building and conservation materials allowances for each farm participating in the production practice program and for determination of performance.

NER-715-A - "Notice of Allotments and Goals." This form will be prepared and used in accordance with instructions contained herein for each farm for which a 1943 war crop goal or acreage allotment is determined.

NER-726 - "Allotment Audit Report."

NER-726-A - "War Crop Goal Audit Report."

NED-32 - "Allotment Plus and Minus Tally Sheet." This form will be used in accordance with the instructions contained herein for recording the effect on the county allotment of changes made in farm allotments after the audit.

NED-33 - "Record of Adjustments." This form, hereinafter referred to as "Record of Adjustments," will be prepared in accordance with instructions contained herein in all cases where an appeal is filed by a producer and in all other cases where the county committee makes an adjustment or revision in an approved acreage allotment or yield for the farm.

NED-103 - "Allotment Check Sheet - 194." This form will be prepared in county offices in accordance with instructions contained herein.

C. Rule of Fractions.

All acreage figures, except 1943 wheat and corn acreage allotments and 1943 war crop goals and usual acreages, will be expressed to the nearest tenth of an acre. Yields, except for wheat, will be expressed to the nearest whole pound or bushel. Percentage figures, such as factors used in making pro-rate adjustments in allotments or yields, will, unless otherwise specified, be expressed to the nearest tenth of one percent.

Computations will be carried to two decimal places beyond the number of decimal places required in the result and rounded to the desired number of places. The two digits beyond the number of places required will be dropped if they amount to 50 or less, and will be counted as 1 and added to the next decimal place to the left if they amount to 51 or more. For example:

1. 4.750 acres would become 4.7 and 4.751 acres would become 4.8.
2. 1475.50 pounds would become 1475., and 1475.51 pounds would become 1476.
3. 25.50 bushels of corn would become 25., and 25.51 bushels of corn would become 26.
4. 87.450 percent would become 87.4% and 87.451 percent would become 87.5%.

SECTION II. DETERMINATION OF FARM UNIT

A. Allotments to Cover Land Constituting a Farm.

Care should be exercised to make certain that under the 1943 Program acreage allotments and war crop goals are determined only for tracts of land which constitute a farm as defined in Regional Bulletin NER-700.

B. Interpretation of "Farm" Definition.

It is the responsibility of the county committee to determine the area of land constituting a farm. The determination of the county committee is not dependent upon the request, consent, or agreement of the persons interested in the land.

C. Reconstituted Farms.

For all farms which in 1943 contain cropland different from that which they contained in 1942, it will, of course, be necessary that the 1943 war crop goals and allotment for each allotment crop reflect the change in cropland contained in the farming unit. However, the record of the acreage of allotment crops as now shown on the listing sheets for an individual farm should not be changed since such history will be included in the record of some other farm and therefore be included in the total for the county.

If the history of allotment crops for a listed farm for any one of the years 1940, 1941, or 1942 is not shown on the listing sheet, an attempt should be made to obtain such and list same in place of the dash (-) now entered in the respective column. As far as possible all dashes should be eliminated from the listing.

If two pieces of land, each having a serial number, are combined permanently, one serial number may be dropped, but the serial number which has been dropped should not be assigned to another piece of land.

If part of the land which was included in one farm in 1942 becomes a farm by itself in 1943, one of the reconstituted farms should retain the same farm number as it had in 1942 and the second should be given a new farm number.

All farmers should be instructed by their county office through their community committeemen or otherwise, that the war crop goals and allotments as shown on their farm notices are for the land described on the notice and that it is the farmer's responsibility to notify the county committee of any change in the farm unit before planting time or the final date for enrolling in the program, whichever is earlier.

SECTION III. AUDITING OF TOBACCO AND CORN LISTING SHEETS

The audit of tobacco and corn listing sheets will be made in the State office or county office as determined by the State committee.

A. County Office Audit.

If the State committee determines that the listing sheets will be audited in the county office, the farmer fieldman will be responsible to see that a sufficient audit is made of Column 14 of NED-24 for each commodity to ascertain that the county allotments are not exceeded. He will also make a sufficient audit of Column 19 of NED-24 for each commodity to ascertain that the county program yields are not exceeded. The farmer fieldman will prepare an "Allotment Audit Report," (NER-726), for each county to which he will add a certification that the allotments and yields have been determined fairly in accordance with applicable procedure. The audits should be completed prior to the farm visits.

B. State Office Audit.

If the State committee determines that the listing sheets will be audited in the State office, forms NED-24 for each commodity will be forwarded to the State office not later than December 31, 1942. The audit will consist of the same operations as outlined in "A" above. If the State committee so determines, the yield computations for Columns 18 and 19 of NED-24 may be made in the State office. The transmittal of listing sheets should be accompanied by two copies of a statement signed by the farmer fieldman certifying that he has checked the allotments and yields and that they had been determined fairly in accordance with applicable procedure. The listing sheets should be returned to the county offices not later than January 15, 1943.

C. Preparation of "Allotment Audit Report," (NER-726).

Whether the listing sheets are audited in the county office by the farmer fieldman or in the State office, form NER-726 will be prepared in duplicate showing the results of the audit. The original will be retained or mailed to the county office, and the copy will be mailed or retained in the State office. If any corrections are to be made on the listing sheets as indicated on NER-726, they will be made in the county office in red ink, and the farmer fieldman will ascertain that such corrections have been properly made prior to the preparation of the farm notices.

A copy of form NER-726 is attached to this bulletin, and the necessary copies will be duplicated in the State offices.

SECTION IV. SUM OF ACREAGE ALLOTMENTS

The sum of the acreage allotments determined for a farm in 1943 shall not exceed the total acreage of cropland on the farm.

SECTION V. COUNTY OFFICE RECORDS

The maintenance of forms NED-100, NED-101, NED-102, and NED-103 is required in all county offices in 1943. Instructions for use of these forms will be issued by the State offices. However, entries should be made in Columns 1 and 2 of form NED-102 to indicate enrollment. At the end of the period for enrollment the entries in these columns should constitute a record of the farms which have and have not enrolled in the 1943 Program.

A record of performance and application for payment activities in 1943 should be kept on form NED-102 in a similar manner as provided under previous programs.

SECTION VI. ADJUSTMENTS IN ACREAGE ALLOTMENTS AND YIELDS

A. Adjustments Required by the Audit.

Prior to the farm contacts, all adjustments in acreage allotments and normal yields required in accordance with the Allotment Audit Report, (NER-726), will be made in the manner indicated and approved by the farmer fieldman. All such adjustments of entries on NED-24-1943 will be made by inserting the corrected entry immediately above the original entry.

B. Adjustments Made After the Audit.

1. Appeals.

For every appeal filed with the county committee in writing by farmers for adjustments in acreage allotments or yields determined for their farms, action should be taken by the county committee in one of the following ways:

a. Mail to the farmer a revised notice showing his allotments and yields after revision. All revised notices must be clearly marked at the top "Revised Notice;" or

b. Notify the farmer in writing that his appeal cannot be granted and the reasons therefor.

2. Record of Adjustments.

Except as otherwise provided, for all adjustments in acreage allotments and yields made after the audit, a form NED-33 (Record of Adjustments) will be prepared. Adjustments made prior to the submission to the

State office of NED-103 will be supported in the county office by a properly executed copy of NED-33. The State committee may, however, require that a copy of each such NED-33 be forwarded to the State office. All adjustments made after the submission to the State office of NED-103 must be supported by two copies of NED-33, one copy to be retained in the county office and one copy to be forwarded immediately upon completion to the State office for approval.

Insofar as possible, county committees should withhold action on appeals in allotments for any particular commodity until all such appeals have been received from farmers. This will serve to assist the committees in effectuating a more equitable distribution of the allotment available for adjustment.

3. Use of NED-32.

When the listing sheets for each commodity have been audited, form NED-32 for each commodity will be prepared with the heading completed and the amount of allotment available for the commodity inserted on the form in the space provided. This acreage will represent the acres of allotment available to the county committee for making adjustments in the individual farm allotments then listed on the commodity listing sheets. Thereafter, the forms NED-32 will be maintained by the county office in accordance with the following instructions so that the forms NED-32 will at all times indicate the amount of allotment which is available to make adjustments in individual farm allotments. The entries will be made at the time each individual allotment is adjusted.

Serial Number. Enter in this column the farm serial number for each farm for which the farm allotment is either increased or decreased.

Increase in farm allotments. Enter in this column opposite the farm serial number the number of acres by which the farm's allotment is increased above the allotment for the farm as shown on the commodity listing sheet.

Decrease in farm allotments. Enter in this column opposite the farm serial number the number of acres by which the farm's allotment is decreased below the allotment for the farm as shown on the commodity listing sheet.

County allotment available. Enter in this column opposite the farm serial number the number of acres remaining in the county allotment after the increase or the decrease in the farm allotment is subtracted from or added to the previous balance in the county allotment.

Forms NED-32 will be checked and verified at intervals by the farmer-fieldman and must at all times be complete and available in the county

office. It is very important that form NED-32 be properly maintained in the county office as it has been found in previous years that improper maintenance of this record has, in some cases, been the cause of exceeding county allotments.

C. Final Date for Making Adjustments in Allotments or Yields.

No allotments will be determined and no adjustments in acreage allotments or yields will be made for any farm after the date on which the commodity is planted or June 1, 1943, whichever date is earlier, except that later adjustments may be made to correct for changes in the farming unit where such changes result in a farming unit which is determined by the county committee to be a farm in accordance with the 1943 Program farm definition and instructions contained in this bulletin.

Under this provision allotments will be adjusted after June 1 only by reason of changes in the control of land for which allotments have previously been determined. Increases in allotments will not be made to take care of acreages of any commodity which are not covered by an allotment and which is added to the farm by purchase or lease after the final date for making adjustments as set forth in the preceding paragraph.

SECTION VII. PREPARATION OF ALLOTMENT CHECK SHEET - "NED-103."

As soon as final adjustments in individual allotments and war crop goals are made (not later than June 1, 1943), NED-103, "Allotment Check Sheet" will be prepared in the following manner and forwarded to the State office:

A. Number of Copies and Disposition.

One set, including an original and one copy of NED-103, will be prepared in all cases and the original will be retained in the county office and the copy will be forwarded to the State office. The county office copy will be filed in the ring binder with the corresponding form NED-100.

B. Heading.

The heading on form NED-103 will be completed to show the sheet number (same as corresponding form NED-100, the year, the county, and township.

C. Entries to be Made on Form NED-103.

The name of the crop should be entered at the top of each column in which allotments and yields are entered.

Column 1. Enter in this column the final 1943 wheat allotment for the farm.

Column 2. Enter in this column the 1943 program yield for wheat for the farm.

Column 3. Enter in this column the final 1943 tobacco allotment for the farm.

Column 4. Enter in this column the 1943 tobacco program yield for the farm.

Column 5. Enter in this column the final 1943 corn allotment for the farm.

Column 6. Enter in this column the 1943 corn program yield for the farm.

Column 7. Enter in this column the war crop goal determined for the farm. It is not necessary to enter the war crop goal unless there is also determined for the farm a wheat, tobacco, or corn allotment.

Column 8. No entry.

Column 9. Enter in this column the serial number for the farm corresponding to the serial number entered in Column 1 of form NED-100.

D. State Office Copy of NED-103.

Upon receipt of the NED-103's in the State office, the State office will total the acreage allotments shown thereon for each commodity to determine whether or not such totals are within or in excess of the acreage available for allotments in each county for each commodity.

SECTION VIII. FINAL DATE FOR ENROLLMENT IN THE 1943 PROGRAM

The closing date for enrollment of farms in the 1943 Agricultural Conservation Program is June 1, 1943. The State committee, with the approval of the Regional Director, may establish an earlier date for enrollment of allotment farms and a later date for enrollment of non-allotment farms. This means that no farmer will be eligible to make application for payment under the 1943 Conservation Program unless there is filed with the county committee before such date a "Farm Practice Plan", (NER-715), or a Request for Materials (ACP-64-NER), signed by the farm operator. If a farmer files a timely appeal for a change in one or more of his allotments or yields such farmer will be considered as enrolled in the 1943 Program within the time limit.



A. W. Manchester
Director, Northeast Division

UNITED STATES DEPARTMENT OF AGRICULTURE
Agricultural Adjustment Agency
Northeast Division

COUNTY _____

STATE _____

ALLOTMENT AUDIT REPORT

1945 Agricultural Conservation Program

_____, Chairman, County Committee Date _____

County Agricultural Conservation Association

Dear Sir:

There are shown in the following table, totals obtained in the audit of the commodity listing sheets submitted by you and the recommendations and requirements of the State committee concerning your 1945 allotments and yields.

	:	Tobacco	:	Corn
1. Allotment Assigned by State Committee	:	:	:	
2. Total Acreage Allotted by County Committee (Total NSD-24-1943, column 14)	:	:	:	
3. Acreage Allotment not Used by County Committee (Lines 1 minus 2). This item may be used to make adjustments in allotments on appeals.	:	:	:	
4. County Program Yield	:	lbs.:	:	bu.
5. Weighted Average of Yields Determined	:	lbs.:	:	bu.
6. Percentage by Which All Yields May be Increased or Must Be Decreased	:	%	:	%
7. Bushels or Pounds by Which Total Yields May Be Increased or Must Be Decreased	:	lbs.:	:	bu.
8. Other Recommendations and Requirements	:	:	:	

(For the State Committee)

I hereby certify that I have audited the tobacco and corn allotments and yields determined by the _____ County Agricultural Conservation Committee and find that they have been determined fairly and in accordance with applicable procedure, and that the above tabulation is correct.

(Date) _____

(Farmer Fieldman) _____



SECTION IX. AUDITING OF WAR CROP AND TRUCK CROP LISTING SHEETS

The audit of war crop and truck crop listing sheets will be made in the State office or county office as determined by the State committee.

A. County Office Audit.

If the State committee determines that the listing sheets will be audited in the county office, the farmer fieldman will be responsible to see that a sufficient audit is made of the approved farm goals determined for soybeans for beans, dry edible beans, Irish potatoes, sweet potatoes, and truck crops to ascertain that the sum of the farm goals is as great as the county goal for the crop. He will also make a sufficient audit of the potato program yields, processing crop goals and any other goals to ascertain that they have been determined in accordance with applicable procedure. The farmer fieldman will prepare a "War Crop and Truck Crop Goals Audit Report", (NER-726-A), for each county to which he will add a certification that the goals and potato yields have been determined fairly and in accordance with applicable procedure. The audits should be completed prior to mailing to farmers of their notices of allotments, yields and goals (NER-715A).

B. State Office Audit.

If the State committee determines that the listing sheets will be audited in the State office, the listing sheets will be forwarded to the State office for the audit to be completed and returned to the county office prior to notification to farmers of their allotments and goals on form NER-715-A. The audit will consist of the same operations as outlined in "A" above. The transmittal of the listing sheets should be accompanied by two copies of a statement signed by the farmer fieldman certifying that he has checked the allotments and yields and that they have been determined fairly and in accordance with applicable procedure.

C. Preparation of "War Crop and Truck Crop Goals Audit Report", (NER-726-A)

Whether the listing sheets are audited in the county office by the farmer fieldman or in the State office, Form NER-726-A will be prepared in duplicate showing the results of the audit. The original will be retained or mailed to the county office, and the copy will be mailed or retained in the State office. If any corrections are to be made on the listing sheets as indicated on NER-726-A, the farmer fieldman will ascertain that such corrections have been properly made prior to the preparation of the farm notices.

A copy of form NER-726-A is attached to this section and the necessary copies will be duplicated in the State offices.

SECTION X. ADJUSTMENTS IN GOALSA. Adjustments Required by the Audit.

Prior to mailing the farm notices (NER-715-A) to farmers, all adjustments in goals required in accordance with the audit report (NER-726-A) will be made in the manner indicated and approved by the farmer fieldman. All such adjustments of entries on the listing sheets will be made by inserting the corrected entry immediately above the original entry which will be lined out.

B. Adjustments Made After the Audit.1. Appeals

For every appeal filed with the county committee in writing by farmers for adjustments in goals, action should be taken by the county committee in one of the following ways:

a. Mail to the farmer a revised notice showing his goals after revision. All revised notices must be clearly marked at the top "Revised Notice";

OR

b. Notify the farmer in writing that his appeal cannot be granted and the reasons therefor.

2. Record of Adjustments

Except as otherwise provided, for all adjustments in goals made after the audit, a form NED-33 (Record of Adjustments) will be prepared. Adjustments made prior to the submission to the State office of NED-103 will be supported in the county office by a properly executed copy of NED-33. All adjustments made after the submission to the State office of NED-103 must be supported by two copies of NED-33, one copy to be retained in the county office--and one copy to be forwarded immediately upon completion to the State office for approval.

In preparing NED-33 the effect of any adjustment in any war crop goal on the Total War Crop Goal for the farm should also be shown.

SECTION XI. NOTICE OF ALLOTMENTS, PROGRAM YIELDS, AND GOALS (NER-715-A)A. Use of Form.

A form "Notice of Allotments, Program Yields, and Goals", (NER-715-A), will be prepared for each farm for which an allotment or crop goal has been determined and mailed to the operator of the farm. This notification should be in the hands of the farmers not later than March 15, 1943, or as soon thereafter as possible.

These forms are furnished in sets of two copies each with a carbon inserted. The original (white) copy is for the producer, and the second (blue) copy is to be retained in the county office. The form is so arranged that certain provisions of the program are printed on the producer's copy, and compliance with the allotments and goals can be entered on the county office copy after performance has been determined. It is proposed that the community committeeman when checking performance will have the county office copy in the farm folder, as it will contain the allotment and goal information for the farm.

The notice when mailed to the producers should be accompanied by a letter prepared in the county office, explaining the allotments and goals and the provisions of the program pertaining to earning the production adjustment allowance and other production payments.

B. Entries to be Made on NER-715-A.

The following entries will be made on form NER-715-A in the county office prior to the mailing of the notices to producers.

1. Enter the serial number of the farm in the space provided in the upper right-hand corner of the form.
2. Enter the name of the county and the address of the county office in the spaces provided in the heading of the form.
3. Section I. Persons Interested in This Farm. There should be entered in Section I in Columns A and B the name and address of each person, as far as known, who will share in the proceeds of the crops for which allotments and goals have been determined. Also, indicate in Column C the relationship of each such person to the farm as to whether he is the owner, operator, or owner-operator.
4. Section II. Farm Acreage. Enter in the spaces provided the number of acres in the farm, and the number of acres of cropland. Be sure that the cropland acreage is in accordance with the 1943 definition of "cropland".
5. Section III. Allotment Crops--Official Notice.

Acreage Allotment. Enter in Column B of the table the applicable acreage allotments determined for the farm. Enter the wheat allotment for all farms for which a wheat allotment has been determined. In cases where a wheat allotment of more than 15 acres is entered and the producer has chosen to have his farm considered as a non-wheat allotment farm, delete the word "planted" in Column A and insert the word "harvested".

Program Yield. Enter in Column C the 1943 program yield for each commodity for which acreage allotments have been determined for the farm.

Rate per Acre. Enter in Column D for each commodity for which an acreage allotment is shown in Column B the rate of payment per acre determined by multiplying the program yield as shown in Column C by the payment rate per bushel or per pound as the case may be. The rates of payment for the 1943 Program are:

Wheat - 9.2 cents per bushel
Tobacco (except Type 41) - 0.5 cents per pound
Tobacco - Type 41 - 0.4 cents per pound
Corn - 3.6 cents per bushel

Allowance. Enter in Column E on the line for each commodity the allowance determined by multiplying the payment rate per acre as entered in Column D by the acreage allotment as shown in Column B. Enter as the production adjustment allowance on line 4 the sum of the items representing the allowance for each commodity.

6. Section IV. War Crop Goals.

Crop. Enter in Column A the names of the war crops for which goals have been determined.

Goal Acres. Enter in Column B on the appropriate line the goal acreage for each crop appearing in Column A. Enter on line 9 the "Total War Crop Goal", which will be the sum of the goal acreages appearing in this column.

7. Section V. Miscellaneous. If a truck crop goal has been determined for the farm, enter in Column A the words "truck crops or special vegetable goal", and enter in Column B the goal acreage.

8. Section VI. Enter in the spaces provided the date on which the notice is mailed and the signature (either original or facsimile) of one or more members of the county committee.

U. S. Department of Agriculture
Agricultural Adjustment Agency
Northeast Division

County _____

State _____

Date _____

WAR CROP AND TRUCK CROP GOALS AUDIT REPORT
1943 AGRICULTURAL CONSERVATION PROGRAM

_____, Chairman _____, Co. Agri. Cons. Committee

Dear Sir:

An audit has been made of the war crop and truck crop listing sheets submitted by you. Totals are shown in the following tables and also recommendations and requirements that should be made before farmers are notified of their goals.

	Potatoes	Soy Beans	Dry Beans	Truck Crops
1. 1942 Acreage				
2. County Goal				
3. Total of Farm Goals				
4. Item 3 minus item 2				

5. Recommendations and Requirements:

Total of Farm Goals For Processing Crops	Acres
Tomatoes	
Peas	
Snap Beans	
Sweet Corn	
Carrots	
Beets	
Cabbage	
Lima Beans	

(For the State Committee)

I hereby certify that I have audited the potato yields and war crop and truck crop goals determined by the _____ County Agricultural Conservation Committee and find that they have been determined in accordance with applicable procedure and that the above tabulation is correct.

(Date)

(Farmer Fieldman)

1.42
N 76B

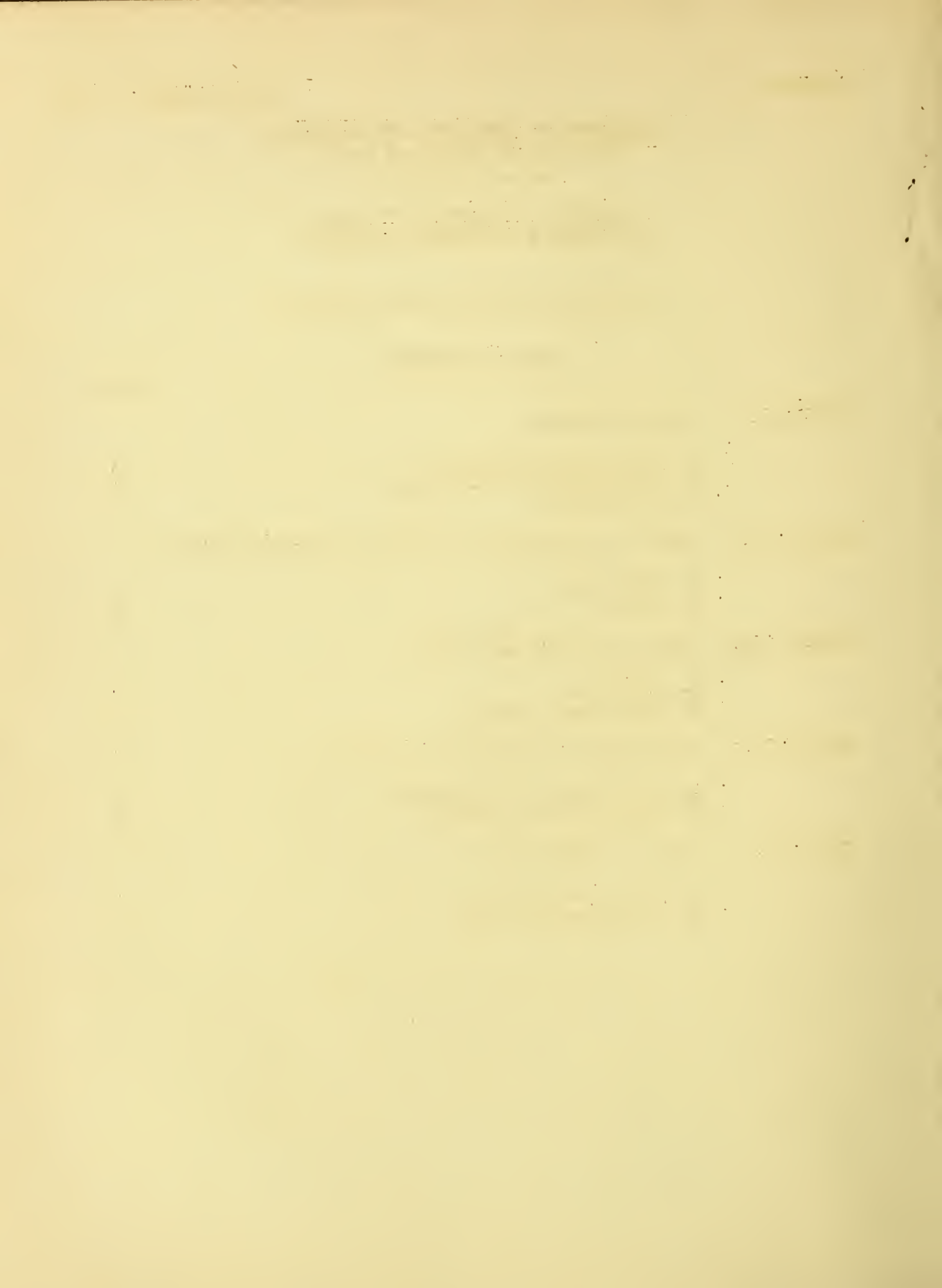
UNITED STATES DEPARTMENT OF AGRICULTURE
Agricultural Adjustment Agency
Northeast Division

PROCEDURE FOR DETERMINING 1943
CORN ACREAGE ALLOTMENTS AND YIELDS

1943 Agricultural Conservation Program

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SECTION I. GENERAL PROVISIONS

A. Applicable Counties.

The provisions of this bulletin are applicable only in Adams, Berks, Chester, Cumberland, Dauphin, Franklin, Fulton, Lancaster, Lebanon, Perry, and York Counties, in Pennsylvania.

B. Corn allotments and Yields.

Corn allotments and yields under the 1943 Program shall be determined for all farms in the above counties on which corn was planted in any of the years 1940, 1941, or 1942, and for other farms on which corn will be planted in 1943.

C. Definition.

Acreage planted to corn means the acreage of land on which field corn is planted (except any acreage of sown corn used as a cover crop or green manure crop and any acreage of corn used as a trap crop in connection with the control of the European corn borer) and the acreage of sweet corn used for livestock feed: Provided, That all or any part of any corn acreage destroyed by causes beyond the control of the operator may be replaced with an equal acreage of corn planted after such destruction and the acreage so replaced shall not be regarded as acreage planted to corn.

SECTION II. BASIS FOR DETERMINATION OF COUNTY ALLOTMENTS AND YIELDS

A. Allotments.

The corn allotment for any farm shall be determined on the basis of tillable acreage and crop rotation practices as reflected in the usual acreage of corn for the farm, with adjustments of not to exceed 50 percent for type of soil and topography. If the 1942 allotment determined for the farm is applicable under these conditions, the 1942 allotment may be used in determining the 1943 allotment. The allotment for any farm shall compare with allotments of other farms in the same community which are similar with respect to the foregoing factors.

B. Yields.

The county committee will determine program yields for all farms for which 1943 corn allotments are determined. The yield for any farm shall be the yield which on the basis of all available facts such as weather conditions, type of soil, drainage, production practices, and general fertility of the land the county committee determines to be a yield which was or could reasonably have been expected on the farm for the 10 year period, 1932 through 1941. All yields thus determined shall be adjusted so that the weighted average for the program yields shall not exceed the county program yield.

Notwithstanding the above instructions, for any farm for which reliable records of the actual average yield per acre for the years 1932 through 1941 are presented by the operator or are available to the county committee, the program yield for the farm shall be the average of such 10 year actual yields adjusted for trends and abnormal weather conditions.

SECTION III. LIMIT OF ALL FARM ALLOTMENTS.

A. All Farms.

The sum of the corn allotments determined for all farms in the county (including those not participating in the program) shall not exceed the acreage allotted to the county by the State committee.

B. Participating Farms.

The sum of the corn allotments determined for farms participating in the 1943 Program shall not exceed their proportionate share of the acreage allotted to the county by the State committee.

SECTION IV. DETERMINATION OF ALLOTMENTS AND YIELDS.

Form NED-24 will be used for determining corn allotments and yields for 1943. County office entries will be made in blue or black ink and State office entries, if any, in red ink.

A new NED-24 should be inserted in the binder so that the 1940 and 1941 acreages on previous listing sheets are plainly visible. In counties in which form NED-53 is used the 1942 acreage should also be visible. The headings on each NED-24-1943 shall be completed to show the year, sheet number, community (if listed by communities), county, and commodity.

Listing of farms for determination of allotments and yields for which allotments and yields have previously been determined, and of farms for which allotments and yields are being determined in 1943 for the first time, will be made on the same series of form NED-24.

County committees should set aside a part of the county corn allotment as a reserve for making adjustments on appeals in individual farm allotments.

Entries will be made on form NED-24 in accordance with the following procedure:

A. Determination of Allotments.

Column 7 - "1942 Acres." Complete the column heading to read "1942 Acres." Enter in this column the acreage of corn planted on the farm in 1942. In counties in which previous acreages have been entered on form NED-53 the 1942 acreage should be entered in the first blank column and Column 7 of NED-24-1943 will be left blank.

Column 8 - "1942 Allotment." Complete the heading to read "1942 Allotment." Enter in this column the 1942 corn allotment determined for the farm as shown in Column 16 of NED-24-1942.

Column 9 - "Total Cropland." Enter in this column the most recently determined total acreage of cropland for the farm in accordance with the 1943 definition of cropland.

Column 10. Leave blank.

Column 11. Leave blank.

Column 12. - "Community Committee Recommendation." Enter in this column the 1943 allotment as recommended by the appropriate community committee. In making this determination, community committees should consider the relationship of the 1942 county allotment to the 1943 county allotment. However, if the community committee determines that the allotment determined for 1942 is still applicable and represents a proper relationship between farms such allotment may be entered in Column 12 as the recommended allotment for 1943.

Column 13 - "County Committee Recommendation." Enter in this column the 1943 allotment as recommended by the county committee for each farm on which the county committee determines that corn will be planted in 1943. If the county committee determines that no change should be made in the community committee's recommendation entered in Column 12, the entry in Column 12 will be transferred to Column 13. At this point obtain the total of Column 13.

Column 14 - "Preliminary Allotment." Correct the heading in this column to read "Preliminary Allotment." There will be entered in this column an allotment for each farm for which an allotment should be determined. If the sum of the allotment as entered in Column 13 is less than the county corn allotment, the allotments may be rounded to the nearest whole number and entered in Column 14, and the difference between the sum of the allotments as entered in Column 14 and the county corn allotment added to the county reserve for making adjustments. If the sum of the allotments as entered in Column 13 is more than the county corn allotment, there will be entered in Column 14 adjusted allotments expressed in whole numbers, the sum of which shall not exceed the county corn allotment. Such adjustments will be effected either by making pro-rata adjustment of all entries in Column 13, or by reducing a part of such entries.

The allotment for a farm as entered in this column will be the preliminary allotment for the farm, and these allotments will be the basis of the audit.

Column 15-- "Approved Allotment." If prior to the issuance to farmers of approved allotments any allotment as entered in Column 14 is revised, the revised allotment will be entered in this column. A revision should be made only when it is determined on the basis of information not available when the preliminary allotment was entered, that there have been changes in the tillable acreage, or crop rotation practices as reflected in the usual acreage of corn for the farm, or that adjustments should be made on account of types of soil, or topography, in order to establish an allotment comparable to the allotments for similar farms. If no revision is made, the allotment entered in Column 14 shall become the approved allotment. The sum of the approved allotments shall not exceed the county corn allotment.

The approved allotments as entered in either Column 14 or 15 will be the approved 1943 corn allotments and will be entered on the 1943 allotment notices when mailed to the farmers.

Column 16 - "Final Allotment." If the approved allotment as entered in Column 14 or Column 15 is adjusted upon appeal of the farmer after the issuance of notices to farmers of their 1943 approved allotments, such finally adjusted allotment should be entered in Column 16. All approved allotments as shown in Column 14 or Column 15 which are not later adjusted will at the end of the adjustment period be transferred as final allotments to Column 16.

The sum of all allotments as entered in Column 16 shall not exceed the total county allotment and shall be subject to audit by the farmer fieldman after the final date for making adjustments.

B. Determination of Yields.

Column 17 - "Preliminary Yield." Enter in this column the preliminary program yield for the farm as determined by the county committee.

Column 18 - "Total Yield." The entry for this column will be the product of the entries in Column 17 and Column 14.

Column 19 - "Approved" Yield. If the result obtained by dividing the total of Column 18 by the total of Column 14 is in excess of the county program yield, the percentage which the program yield is of the weighted average yield so determined may be entered at the top of Column 19 and may be applied to each entry in Column 17, and the results obtained entered in Column 19, or, if it will not result in inequities, adjustments may be made in the yields determined for several of the individual farms. If the result obtained by dividing the total of Column 18 by the total of Column 14 is less than the county program yield, then the entries in Column 17 may be multiplied by the percentage which the program yield is of the weighted average and the results entered in Column 19.

If the county committee adjusts a program yield as the result of a producer's appeal, such adjusted yield will be entered above the original entry in Column 19 and the original entry will be lined through. The weighted average yield for all farms listed after any such adjustments have been made shall not exceed the program yield established for the county.

Column 20. Leave blank

Column 21 - "Serial No." Enter in this column the farm serial number as listed in Column 1 of NED-312 for the farm.

SECTION V. CHANGES ON NED-24-1943.

A. By the County Office.

No erasures shall be made on NED-24.

If it becomes necessary to change any entries on NED-24, a single line should be drawn through the existing entry and the corrected figure should be inserted in ink above the original. Such changes will be initialed by the person making them, except for changes supported by NED-53 (Record of Adjustments). This also applies to changes in total.

B. By the State Office.

No entries or changes will be made on NED-24 by the State office, if audited in the State office, except to indicate correct totals or products. Such changes or entries will be made in red ink and will be initialed by the person making them.



A. W. Manchester
Director, Northeast Division

UNITED STATES DEPARTMENT OF AGRICULTURE
Agricultural Adjustment Agency
Northeast Division

COUNTY COMMITTEE
INSTRUCTIONS FOR DETERMINING
1943 TOBACCO ALLOTMENTS AND PROGRAM YIELDS

1943 Agricultural Conservation Program

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SECTION I. FARMS FOR WHICH TOBACCO ALLOTMENTS AND YIELDS
WILL BE DETERMINED

Tobacco allotments and yields will be determined for all farms in the county on which tobacco was produced in one or more of the five years 1938 through 1942, and also for farms on which tobacco is produced in 1943 for the first time since 1937.

Acreage allotments for Type 41 (Pennsylvania Seedleaf) tobacco will be determined separate from allotments for other types of cigar-filler and binder tobaccos.

The tobacco allotment for any farm on which tobacco was produced in one or more of the years 1938-1942 shall be determined on the basis of the acreage allotment determined for the farm in 1942 with such adjustments as will take into account changes since 1940 in (1) the past acreage of tobacco, with due allowance for drought, flood, hail, other abnormal weather conditions, and for plant bed and other diseases; (2) the land, labor, and equipment (including shed room) available for the production of tobacco; (3) crop rotation practices; and (4) the soil and other physical factors affecting the production of tobacco. Special consideration shall be given to farms for which the acreage allotments are small.

The tobacco allotment for any farm on which tobacco is produced in 1943 for the first time since 1937 shall be determined on the basis of (1) the tobacco producing experience of the farm operator; (2) land, labor, and equipment (including shed room) available for the production of tobacco; (3) crop rotation practices; and (4) the soil and other physical factors affecting production of tobacco. The allotment determined for any such farm shall not exceed 75 percent of the allotment determined for an old farm which is similar with respect to the above items.

SECTION II. LIMIT OF ALL FARM ALLOTMENTS

A. All Farms.

The sum of the tobacco allotments determined for all farms in the county (including those not participating in the program) shall not exceed the acreage allotted to the county by the State committee.

B. Participating Farms.

The sum of the tobacco allotments determined for farms participating in the 1943 program shall not exceed their proportionate share of the acreage allotted to the county by the State committee.

SECTION III. DETERMINATION OF ALLOTMENTS AND YIELDS

Form NED 24 will be used for determination of tobacco allotments and yields for 1943. County office entries will be made in blue or black ink and State office entries, if any, in red ink.

A new NED 24 should be inserted in the binder so that the 1940 and 1941 acreages on previous listing sheets are plainly visible. In counties in which form NED 53 is used, the 1942 acreage should also be visible. The headings on each NED 24 shall be completed to show the year, sheet number, community (if listed by communities), county, and commodity.

Listing of farms for determination of allotments and yields for which allotments and yields have previously been determined and of farms for which allotments and yields are being determined in 1943 for the first time will be made on the same series of form NED-24.

County committees should set aside a part of the county tobacco allotment as a reserve for making adjustments on appeals in individual farm allotments.

Entries will be made on form NED-24 in accordance with the following procedure:

A. Determination of Allotments.

Column 7 - "1942 Acres." Complete the column heading to read "1942 Acres." Enter in this column the acreage of tobacco harvested on the farm in 1942. In counties in which previous acreages have been entered on form NED-53 the 1942 acreage will be entered in the first blank column, and Column 7 of NED-24-1943 will be left blank.

In those cases where hail, drought, flood, other abnormal weather conditions, or plant bed diseases prevented a producer from harvesting his intended acreage, the county committee will enter the acreage harvested plus the acreage which the producer failed to harvest because of one or more of such causes immediately above the actual acreage entry and circle the acreage actually harvested. The uncircled entries will be added to obtain the total for this column.

Column 8 - "1942 Allotment." Complete the heading to read "1942 Allotment." Enter in this column the 1942 tobacco allotment determined for the farm as shown in Column 16 of NED-24-1942.

Column 9 - "Total Cropland." Enter in this column the most recently determined total acreage of cropland for the farm in accordance with the 1943 definition of cropland.

Column 10. Leave blank.

Column 11. Leave blank.

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Column 12 - "Community Committee Recommendation." Enter in this column a 1943 allotment as recommended by the appropriate community committee. If the community committee determines that the allotment determined for 1942 is still applicable and represents a proper relationship between farms, such allotment may be entered in Column 12 as the recommended allotment for 1943.

Column 13 - "County Committee Recommendation." Enter in this column a 1943 allotment as recommended by the county committee for each farm on which the county committee determines that tobacco will be harvested in 1943. If the county committee determines that no change should be made in the community committee's recommendation entered in Column 12, the entry in Column 12 will be transferred to Column 13. At this point obtain the total of Column 13.

Column 14 - "Preliminary Allotment." Correct the heading in this column to read "Preliminary Allotment." There will be entered in this column an allotment for each farm for which an allotment should be determined. If the sum of the allotments as entered in Column 13 is less than the county tobacco allotment, the allotments may be rounded to the nearest whole number and the difference between the sum of the allotments as entered in Column 14 and the county tobacco allotment added to the county reserve for making adjustments. If the sum of the allotments as entered in Column 13 is more than the county tobacco allotment, there will be entered in Column 14 adjusted allotments expressed in whole numbers, the sum of which shall not exceed the county tobacco allotment. Such adjustments will be effected either by making a pro-rata adjustment of all of the entries in Column 13, or by reducing a part of such entries.

The allotment for a farm as entered in this column will be the preliminary allotment for the farm, and these allotments will be the basis of the audit.

Column 15 - "Approved Allotment." If prior to the issuance to farmers of approved allotments any allotment as entered in Column 14 is revised, the revised allotment will be entered in this column. A revision should be made only when it is determined on the basis of information not available when the preliminary allotment was entered, that there have been changes in the land, labor or equipment (including shedroom) available for the production of tobacco or crop rotation practices, or that adjustments should be made on account of types of soil and other physical factors affecting production of tobacco. If no revision is made, the allotment entered in Column 14 shall become the approved allotment. The sum of the approved allotments shall not exceed the county tobacco allotment.

The approved allotments as entered in either Column 14 or 15 will be the approved 1943 tobacco allotments and will be entered on the 1943 allotment notices when mailed to the farmers.

Column 16 - "Final Allotment." If the approved allotment as entered in Column 14 or Column 15 is adjusted upon appeal of the farmer, after the issuance of notices to farmers of their 1943 approved allotments, such finally adjusted allotment should be entered in Column 16. All approved allotments as shown in Column 14 or Column 15 which are not later adjusted will at the end of the adjustment period be transferred as final allotments to Column 16.

The sum of all allotments as entered in Column 16 shall not exceed the total county allotment and shall be subject to audit by the farmer fieldman after the final date for making adjustments.

3. Determination of Yields.

Column 17 - "Preliminary Yield." Enter in this column the preliminary program yield for the farm as determined by the county committee on the basis of the actual yield of tobacco made on the farm in the years 1937 through 1941, taking into consideration soil and other physical factors affecting production of tobacco on the farm and the yield obtained on other farms in the locality which are similar with respect to such factors. The preliminary yield for farms on which tobacco is produced in 1943 for the first time since 1937 shall be a yield which is fair and reasonable for the farm as compared with yields for other farms in the locality on which the soil and other physical factors affecting the production of tobacco are similar.

Column 18 - "Total Yield." The entry for this column will be the product of the entries in Column 17 and Column 14.

Column 19 - "Approved" Yield: If the result obtained by dividing the total of Column 18 by the total of Column 14 is in excess of the county program yield, the percentage which the program yield is of the weighted average yield so determined may be entered at the top of Column 19 and may be applied to each entry in Column 17, and the results obtained entered in Column 19, or, if it will not result in inequities, adjustments may be made in the yields determined for several of the individual farms. If the result obtained by dividing the total of Column 18 by the total of Column 14 is less than the county program yield, then the entries in Column 17 may be multiplied by the percentage which the program yield is of the weighted average and the results entered in Column 19.

If the county committee adjusts a program yield as the result of a producer's appeal, such adjusted yield will be entered above the original entry in Column 19 and the original entry will be lined through. The weighted average yield for all farms listed after any such adjustments have been made shall not exceed the program yield established for the county.

Column 20. Leave blank.

Column 21 - "Serial No." Enter in this column the farm serial number as listed in Column 1 of NMR-312 for the farm.

SECTION IV. CHANGES ON NED-24-1943

A. By the County Office.

No erasures shall be made on NED-24.

If it becomes necessary to change any entries on NED-24, a single line should be drawn through the existing entry and the corrected figure

should be inserted in ink above the original. Such changes will be initialed by the person making them, except for changes supported by NED-33 (Record of Adjustments). This also applies to changes in totals.

B. By the State Office.

No entries or changes will be made on NED-24 by the State office, if audited in the State office, except to indicate correct totals or products. Such changes or entries will be made in red ink and will be initialed by the person making them.



A. W. Manchester
Director, Northeast Division



UNITED STATES DEPARTMENT OF AGRICULTURE
Agricultural Adjustment Agency
Northeast Division

COUNTY COMMITTEE
INSTRUCTIONS FOR DETERMINING
1943 TOBACCO ALLOTMENTS AND PROGRAM YIELDS

1943 Agricultural Conservation Program

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SECTION I. FARMS FOR WHICH TOBACCO ALLOTMENTS AND YIELDS
WILL BE DETERMINED

Tobacco allotments and yields will be determined for all farms in the county on which tobacco was produced in one or more of the five years 1938 through 1942, and also for farms on which tobacco is produced in 1943 for the first time since 1937.

Acreage allotments for Type 41 (Pennsylvania Seedleaf) tobacco will be determined separate from allotments for other types of cigar-filler and binder tobaccos.

The tobacco allotment for any farm on which tobacco was produced in one or more of the years 1938-1942 shall be determined on the basis of the acreage allotment determined for the farm in 1942 with such adjustments as will take into account changes since 1940 in (1) the past acreage of tobacco, with due allowance for drought, flood, hail, other abnormal weather conditions, and for plant bed and other diseases; (2) the land, labor, and equipment (including shed room) available for the production of tobacco; (3) crop rotation practices; and (4) the soil and other physical factors affecting the production of tobacco. Special consideration shall be given to farms for which the acreage allotments are small.

The tobacco allotment for any farm on which tobacco is produced in 1943 for the first time since 1937 shall be determined on the basis of (1) the tobacco producing experience of the farm operator; (2) land, labor, and equipment (including shed room) available for the production of tobacco; (3) crop rotation practices; and (4) the soil and other physical factors affecting production of tobacco. The allotment determined for any such farm shall not exceed 75 percent of the allotment determined for an old farm which is similar with respect to the above items.

SECTION II. LIMIT OF ALL FARM ALLOTMENTS

A. All Farms.

The sum of the tobacco allotments determined for all farms in the county (including those not participating in the program) shall not exceed the acreage allotted to the county by the State committee.

B. Participating Farms.

The sum of the tobacco allotments determined for farms participating in the 1943 program shall not exceed their proportionate share of the acreage allotted to the county by the State committee.

SECTION III. DETERMINATION OF ALLOTMENTS AND YIELDS

Form NED 24 will be used for determination of tobacco allotments and yields for 1943. County office entries will be made in blue or black ink and State office entries, if any, in red ink.

A new NED 24 should be inserted in the binder so that the 1940 and 1941 acreages on previous listing sheets are plainly visible. In counties in which form NED 53 is used, the 1942 acreage should also be visible. The headings on each NED 24 shall be completed to show the year, sheet number, community (if listed by communities), county, and commodity.

Listing of farms for determination of allotments and yields for which allotments and yields have previously been determined and of farms for which allotments and yields are being determined in 1943 for the first time will be made on the same series of form NED-24.

County committees should set aside a part of the county tobacco allotment as a reserve for making adjustments on appeals in individual farm allotments.

Entries will be made on form NED-24 in accordance with the following procedure:

A. Determination of Allotments.

Column 7 - "1942 Acres." Complete the column heading to read "1942 Acres." Enter in this column the acreage of tobacco harvested on the farm in 1942. In counties in which previous acreages have been entered on form NED-53 the 1942 acreage will be entered in the first blank column, and Column 7 of NED-24-1943 will be left blank.

In those cases where hail, drought, flood, other abnormal weather conditions, or plant bed diseases prevented a producer from harvesting his intended acreage, the county committee will enter the acreage harvested plus the acreage which the producer failed to harvest because of one or more of such causes immediately above the actual acreage entry and circle the acreage actually harvested. The uncircled entries will be added to obtain the total for this column.

Column 8 - "1942 Allotment." Complete the heading to read "1942 Allotment." Enter in this column the 1942 tobacco allotment determined for the farm as shown in Column 16 of NED-24-1942.

Column 9 - "Total Cropland." Enter in this column the most recently determined total acreage of cropland for the farm in accordance with the 1943 definition of cropland.

Column 10. Leave blank.

Column 11. Leave blank.

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Column 12 - "Community Committee Recommendation." Enter in this column a 1943 allotment as recommended by the appropriate community committee. If the community committee determines that the allotment determined for 1942 is still applicable and represents a proper relationship between farms, such allotment may be entered in Column 12 as the recommended allotment for 1943.

Column 13 - "County Committee Recommendation." Enter in this column a 1943 allotment as recommended by the county committee for each farm on which the county committee determines that tobacco will be harvested in 1943. If the county committee determines that no change should be made in the community committee's recommendation entered in Column 12, the entry in Column 12 will be transferred to Column 13. At this point obtain the total of Column 13.

Column 14 - "Preliminary Allotment." Correct the heading in this column to read "Preliminary Allotment." There will be entered in this column an allotment for each farm for which an allotment should be determined. If the sum of the allotments as entered in Column 13 is less than the county tobacco allotment, the allotments may be rounded to the nearest whole number and the difference between the sum of the allotments as entered in Column 14 and the county tobacco allotment added to the county reserve for making adjustments. If the sum of the allotments as entered in Column 13 is more than the county tobacco allotment, there will be entered in Column 14 adjusted allotments expressed in whole numbers, the sum of which shall not exceed the county tobacco allotment. Such adjustments will be effected either by making a pro-rata adjustment of all of the entries in Column 13, or by reducing a part of such entries.

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Column 15 - "Approved Allotment." If prior to the issuance to farmers of approved allotments any allotment as entered in Column 14 is revised, the revised allotment will be entered in this column. A revision should be made only when it is determined on the basis of information not available when the preliminary allotment was entered, that there have been changes in the land, labor or equipment (including shedroom) available for the production of tobacco or crop rotation practices, or that adjustments should be made on account of types of soil and other physical factors affecting production of tobacco. If no revision is made, the allotment entered in Column 14 shall become the approved allotment. The sum of the approved allotments shall not exceed the county tobacco allotment.

The approved allotments as entered in either Column 14 or 15 will be the approved 1943 tobacco allotments and will be entered on the 1943 allotment notices when mailed to the farmers.

Column 16 - "Final Allotment." If the approved allotment as entered in Column 14 or Column 15 is adjusted upon appeal of the farmer, after the issuance of notices to farmers of their 1943 approved allotments, such finally adjusted allotment should be entered in Column 16. All approved allotments as shown in Column 14 or Column 15 which are not later adjusted will at the end of the adjustment period be transferred as final allotments to Column 16.

The sum of all allotments as entered in Column 16 shall not exceed the total county allotment and shall be subject to audit by the farmer fieldman after the final date for making adjustments.

B. Determination of Yields.

Column 17 - "Preliminary Yield." Enter in this column the preliminary program yield for the farm as determined by the county committee on the basis of the actual yield of tobacco made on the farm in the years 1937 through 1941, taking into consideration soil and other physical factors affecting production of tobacco on the farm and the yield obtained on other farms in the locality which are similar with respect to such factors. The preliminary yield for farms on which tobacco is produced in 1943 for the first time since 1937 shall be a yield which is fair and reasonable for the farm as compared with yields for other farms in the locality on which the soil and other physical factors affecting the production of tobacco are similar.

Column 18 - "Total Yield." The entry for this column will be the product of the entries in Column 17 and Column 14.

Column 19 - "Approved" Yield. If the result obtained by dividing the total of Column 18 by the total of Column 14 is in excess of the county program yield, the percentage which the program yield is of the weighted average yield so determined may be entered at the top of Column 19 and may be applied to each entry in Column 17; and the results obtained entered in Column 19, or, if it will not result in inequities, adjustments may be made in the yields determined for several of the individual farms. If the result obtained by dividing the total of Column 18 by the total of Column 14 is less than the county program yield, then the entries in Column 17 may be multiplied by the percentage which the program yield is of the weighted average and the results entered in Column 19.

If the county committee adjusts a program yield as the result of a producer's appeal, such adjusted yield will be entered above the original entry in Column 19 and the original entry will be lined through. The weighted average yield for all farms listed after any such adjustments have been made shall not exceed the program yield established for the county.

Column 20. Leave blank.

Column 21 - "Serial No." Enter in this column the farm serial number as listed in Column 1 of NCR-312 for the farm.

SECTION IV. CHANGES ON NED-24-1943

A. By the County Office.

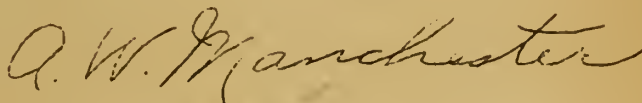
No erasures shall be made on NED-24.

If it becomes necessary to change any entries on NED-24, a single line should be drawn through the existing entry and the corrected figure

should be inserted in ink above the original. Such changes will be initialed by the person making them, except for changes supported by NED-33 (Record of Adjustments). This also applies to changes in totals.

B. By the State Office.

No entries or changes will be made on NED-24 by the State office, if audited in the State office, except to indicate correct totals or products. Such changes or entries will be made in red ink and will be initialed by the person making them.



A. W. Manchester
Director, Northeast Division

COUNTY COMMITTEE INSTRUCTIONS FOR
DETERMINING GOALS FOR TRUCK CROPS

1943 Agricultural Conservation Program

SECTION I. GENERAL

Truck crop goals will be determined for all farms in the county on which the county committee determines that three acres or more of designated truck crops will be planted between February 1, 1943 and August 31, 1943.

Designated truck crops are the following crops for fresh consumption, excluding any acreage of these crops contracted for processing: carrots, snapbeans, lima beans, beets, tomatoes, cabbage, onions, green peas, and any acreage of multiple-cropped vegetables. For purposes of computing payments, acreage devoted to any of these crops will be counted only once--whether the land is multiple-cropped or not. Farm goals will not be established for each of these crops, but a farm goal shall be determined for the aggregate acreage of these crops.

County committees with the assistance of community committees will determine farm goals on a planted basis for truck crops, as defined above, on the basis of the farmer's ability to produce the crops, taking into consideration the availability of markets, cropland, equipment and labor, adaptability of the soil, the acreage and production of the crops on the farm during recent years, and any other related factors, and the goal should be such that, if achieved, the farm will make its maximum contribution to the War Production Program.

County goals of truck crops will be determined by the State committee on the basis of the acreage of these crops in the county in 1942, taking into consideration the relationship of the 1942 acreages of the individual crops to the aggregate acreage of these crops.

SECTION II. FORMS

Listing in connection with the determination of truck crop goals will require the use of four columns of any available listing sheet. The listing sheet to be used should have the approval of the farmer fieldman. In counties in which form MED-53 is used for listing war crop goals, it is suggested that the listing of truck crops be made on the same sheets if there are four columns available for this purpose. In counties in which the only war crop for which goals are being determined is potatoes, Columns 18, 19, and 20 of form MED-24 may be used for this listing by dividing Column 18 into two columns. If neither MED-53 or MED-24 can be used advantageously for this purpose, some other form of listing sheet may be used. The column headings used for listing truck crops should be completed to show the commodity, and to indicate what entries are being made in the columns.

SECTION III. DETERMINATION OF TRUCK CROP GOALS

Four columns of the listing sheet will be used in the determination of farm goals for truck crops. No goal of less than 3 acres shall be determined.

Entries will be made on the listing sheet as follows:

First Column. Enter in this column the 1942 acreage of truck crops on the farm. This entry can be obtained from the Farm Plan Work Sheet, being sure that it is in accordance with the definition of truck crops as defined in Section I. The total of this column shall be obtained and will be used by the State committee as a basis for the determination of the county goal. As soon as this total is obtained, the county committee should notify the State committee so that the county goal can be determined.

Second Column. Enter in this column the farmer's 1943 intended acreage of truck crops as shown on the Farm Plan Work Sheet.

Third Column. Enter in this column a figure which represents the acreage of truck crops that the community committee determines should be planted on the farm in order for the farm to make its maximum contribution to the War Production Program. In making these determinations the community committee should take into consideration the factors mentioned in Section I of this Bulletin, and also the relationship of the 1943 goal to the 1942 acreage with respect to the crop or crops being grown. After the community committee has completed its determinations, a total shall be obtained of the entries in this column.

Fourth Column. If the total obtained of the entries in the third column is as great as the county goal, the goals thus determined may be considered as the approved goals for the farms listed. If the total of the entries in the third column is not as great as the county goal, the county committee will make entries in this column, the sum of which must be as great as the county goal.

If any adjustments are made in the approved goals, as entered in the fourth column, the original entry will be lined through and an adjusted entry made immediately above.

A. W. Manchester

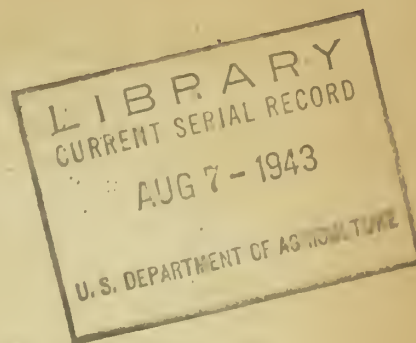
A. W. Manchester
Director, Northeast Division

As truck crops are not a war crop, the goal established should not be added into the total war crop goals.

Reserve

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UNITED STATES DEPARTMENT OF AGRICULTURE
Agricultural Adjustment Agency
Northeast Region



1943 Agricultural Conservation Program

COUNTY COMMITTEE INSTRUCTIONS FOR
DETERMINING GOALS FOR TRUCK CROPS

SECTION I. GENERAL

Truck crop goals will be determined for all farms in the county on which the county committee determines that three acres or more of designated truck crops will be planted between February 1, 1943 and August 31, 1943.

Designated truck crops are the following crops for fresh consumption, excluding any acreage of these crops contracted for processing: carrots, snapbeans, lima beans, beets, tomatoes, cabbage, onions, green peas, and any acreage of multiple-cropped vegetables. For purposes of computing payments, acreage devoted to any of these crops will be counted only once--whether the land is multiple-cropped or not. Farm goals will not be established for each of these crops, but a farm goal shall be determined for the aggregate acreage of these crops.

County committees with the assistance of community committees will determine farm goals on a planted basis for truck crops, as defined above, on the basis of the farmer's ability to produce the crops, taking into consideration the availability of markets, cropland, equipment and labor, adaptability of the soil, the acreage and production of the crops on the farm during recent years, and other related factors, and the goal should be such that, if achieved, the farm will make its maximum contribution to the War Production Program.

County goals of truck crops will be determined by the State Committee on the basis of the acreage of these crops in the county in 1942, taking into consideration the relationship of the 1942 acreages of the individual crops to the aggregate acreage of these crops.

SECTION II. FORMS

Listing in connection with the determination of truck crop goals will require the use of four columns of any available listing sheet. The listing sheet to be used should have the approval of the farmer fieldman. In counties in which form NED-53 is used for listing war crop goals, it is suggested that the listing of truck crops be made on the same sheets if there are four columns available for this purpose. In counties in which the only war crop for which goals are being determined is potatoes, Columns 18, 19, and 20 of form NED-24 may be used for this listing by dividing Column 18 into two columns. If neither NED-53 or NED-24 can be used advantageously for this purpose, some other form of listing sheet may be used. The column headings used for listing truck crops should be completed to show the commodity, and to indicate what entries are being made in the columns.

SECTION III. DETERMINATION OF TRUCK CROP GOALS

Four columns of the listing sheet will be used in the determination of farm goals for truck crops. No goal of less than 3 acres shall be determined. Entries will be made on the listing sheet as follows:

First Column. Enter in this column the 1942 acreage of truck crops on the farm. This entry can be obtained from the Farm Plan Work Sheet, being sure that it is in accordance with the definition of truck crops as defined in Section I. The total of this column shall be obtained and will be used by the State committee as a basis for the determination of the county goal. As soon as this total is obtained, the county committee should notify the State Committee so that the county goal can be determined.

Second Column. Enter in this column the farmer's 1943 intended acreage of truck crops as shown on the Farm Plan Work Sheet.

Third Column. Enter in this column a figure which represents the acreage of truck crops that the community committee determines should be planted on the farm in order for the farm to make its maximum contribution to the War Production Program. In making these determinations the community committee should take into consideration the factors mentioned in Section I of this bulletin, and also the relationship of the 1943 goal to the 1942 acreage with respect to the crop or crops being grown. After the community committee has completed its determinations, a total shall be obtained of the entries in this column.

Fourth Column. If the total obtained of the entries in the third column is as great as the county goal, the goals thus determined may be considered as the approved goals for the farms listed. If the total of the entries in the third column is not as great as the county goal, the county committee will make entries in this column, the sum of which must be as great as the county goal.

If any adjustments are made in the approved goals, as entered in the fourth column, the original entry will be lined through and an adjusted entry made immediately above.

SECTION IV. ADJUSTMENT OF GOALS

(Re-
vision)

If, at the time of checking performance, it is determined that any of the production of one or more of the crops constituting the acreage of truck crops has been disposed of direct for processing, the farm truck crop goal will be reduced by the acreage from which the production is sold direct for processing. In cases where a part of a crop is sold direct for processing and a part is sold for fresh consumption, the acreage from which the crop is sold for processing will be determined by multiplying the total acreage of the crop by the percentage which the amount sold direct for processing is of the total production of the crop.

A. W. Manchester

Director, Northeast Division

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Issued January 28, 1943

UNITED STATES DEPARTMENT OF AGRICULTURE
Agricultural Adjustment Agency
Northeast Division

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U. S. DEPARTMENT OF AGRICULTURE

COUNTY COMMITTEE INSTRUCTIONS FOR DETERMINING GOALS FOR WAR CROPS

1943 Agricultural Conservation Program

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COUNTY COMMITTEE INSTRUCTIONS FOR
DETERMINING GOALS FOR WAR CROPS

SECTION I. GENERAL

The following crops are war crops for 1943 in the Northeast Region:

Soybeans for beans (if the goal is 3 acres or more)	Potatoes (if the goal is 3 acres or more)
Dry edible beans (if the goal is 3 acres or more)	Carrots for processing
Tomatoes for processing	Beets for processing
Peas for processing	Cabbage for processing
Snap beans for processing	Lima beans for processing
Sweet corn for processing	Hay and pasture (in commercial corn area)

Farm goals on a planted basis (except hay and pasture goals will be determined for each of the war crops listed above, and also program yields for potatoes on farms for which potato goals are determined. The sum of the farm goals for any crop shall not be less than the county goal for that crop.

The Total War Crop Goal for a farm shall be the sum of the individual war crop goals determined for the farm. Farm war crop goals shall be determined on the basis of the farmer's ability to produce the crops for which goals are being determined, taking into consideration the availability of markets, cropland, equipment and labor; adaptability of the soil; the acreage and production of the crop on the farm during recent years; and any other related factors. Goals shall be determined by the county committees with the assistance of community committees.

SECTION II. FORMS

Form NED-24, "Commodity Form - 194", will be used in connection with the determination of farm potato goals.

In counties in which a substantial number of the farms are listed on form NER-312, "Farm Listing Sheet," form NED-53 "Acreage Data Sheet," will be used in connection with the determination of goals for war crops other than potatoes.

In counties in which a substantial number of the farms are not listed on form NER-312, "Farm Listing Sheet," some other form of listing sheet will be used. The form used should have the approval of the farmer fieldman. Provision should be made to enter operators' names on the listing sheet.

The headings of all listing sheets should be completed to show the year, sheet number, county, community (if listed by communities), and, in the case of potatoes, the commodity. Sheet numbers on forms NED-24 and NED-53 should be the same as the sheet number of the corresponding NER-312.

Whichever form is used, a specified number of columns should be reserved for each crop as follows:

Soybeans for grain - 4 columns
 Dry edible beans - 4 columns
 Hay and pasture,
 (corn area only) - 2 columns
 Processing crops - 1 column each

One column should be reserved in which to enter the "Total War Crop Goal" for the farm and one in which to enter the Farm Serial Number.

The column headings of all listing sheets should be completed to show the commodity for which goals are being determined and other information as specified in this bulletin.

SECTION III. DETERMINATION OF POTATO GOALS AND YIELDS

A new NED-24 should be inserted in the binder so that the 1940 and 1941 acreages on previous listing sheets are visible. In counties in which form NED-53 is used for listing historical data, the 1942 acreage should also be visible. Listing of farms for which allotments have previously been determined and of farms for which allotments have not previously been determined will be made on the same series of form NED-24. No potato goal of less than three acres shall be determined. Entries will be made on form NED-24 in accordance with the following procedure:

A. Determination of Potato Goals

Column 7 - "1942 Acres." Complete the column heading to read "1942 Acres." Enter in this column the acreage of potatoes harvested on the farm in 1942. In counties in which previous acreages have been entered on form NED-53 the 1942 acreage shall be entered in the first blank column on this form, and Column 7 of NED-24-1943 will be left blank.

Column 8 - "1942 Allotment." Complete the heading to read "1942 Allotment." Enter in this column the final 1942 potato allotment determined for the farm as shown in Column 16 of NED-24-1942.

Column 9 - "Total Cropland." Enter in this column the most recently determined total acreage of cropland for the farm in accordance with the 1943 definition of cropland.

Column 10. Change the heading to read "1943 Intentions." Enter in this column for each farm for which a potato goal is being determined, the farmer's 1943 intended acreage, as shown on the Farm Plan Work Sheet.

Column 11. Leave blank.

Column 12 - "Community Committee Recommendations." Enter in this column an acreage figure as recommended by the community committee for the community in which the farm is located, which the committed belief represents an acreage of potatoes that should be grown on the farm in 1943, taking

into consideration the factors outlined in Section I of this bulletin. It should be borne in mind that the county goal for potatoes must be distributed among those farms which by growing potatoes can make the maximum contribution to the War Production Program.

Column 13 - "County Committee Recommendation." Enter in this column a potato goal as recommended by the county committee for each farm on which the county committee determines that three or more acres of potatoes will be planted in 1943. If the county committee determines that the recommendation of the county committee as entered in Column 12 represents the proper acreage that should be planted on the farm, the entry in Column 12 will be transferred to Column 13. In determining these goals, the county committee should bear in mind that the total of the farm goals should be as great as the county potato goal. After the goals have been determined, a total of this column should be obtained.

Column 14 - "Adjusted Goal." Leave blank.

Column 15 - "Approved Goal." Entries will be made in this column only if the total of the entries in Column 13 is not as great as the county potato goal. If the total obtained of the entries in Column 13 is as great as the county potato goal, these goals may be considered as the approved goals for the farms listed. If the total of the entries in Column 13 is not as great as the county potato goal, the county committee will make entries in this column, the sum of which must be as great as the county potato goal. Before making any entries in this column, the county committee may wish to discuss the situation with the State committee as to a revision in the county goal.

Column 16 - "Final Goal." If the approved goal as entered in Column 15 (or in Column 13 if there is no entry in Column 15) is adjusted upon appeal of the farmer after the issuance of notices to farmers of their approved goals, such finally adjusted goal shall be entered in Column 16. For other farms the approved goal shall be entered in this column.

The sum of all goals as entered in Column 16 shall be as great as the county potato goal and shall be subject to audit by the farmer fieldmen.

B. Determination of Yields

The program yield for potatoes for a farm will be the same as the program yield determined for the farm in 1942, unless the county committee determines that the 1942 yield is not representative for 1943. Program yields for farms for which yields have not been previously determined will be determined by the county committee on the basis of the operator's previous experience in growing potatoes, type of soil, production practices, and the general fertility of the land, and should be comparable to farms which are similar with respect to these factors. The weighted average of

such yields should not exceed the county program yield.

In the determination of yields, entries will be made as follows:

Column 17 - "Preliminary" Yield. Enter in this column a yield for each farm for which a goal is determined. If the county committee believes that the program yield for 1943 should be the same as the program yield determined for the farm in 1942, and shown in Column 19 or 20 of NED-24-1042, such 1942 yield may be entered in this column as the yield for the farm in 1943. If the county committee determines that the program yield for a farm in 1943 should be different from the yield determined for the farm in 1942, such different yield will be entered in this column. Program yields for farms for which yields are being determined in 1943 for the first time will be entered in this column.

Column 20. Leave blank.

Column 21 - "Serial No." Enter in this column the farm serial number as listed in Column 1 of NER-312 for the farm.

SECTION IV. DETERMINATION OF DRY BEAN GOALS

Four columns of NED-53 or other listing sheet will be used in the determination of farm goals for dry beans. No dry bean goals of less than 3 acres shall be determined. Entries will be made as follows:

First Column - Enter in this column the 1942 acreage of beans on the farm.

Second Column - Enter in this column the farmer's 1943 intended acreage of dry beans as shown on the Farm Plan Work Sheet.

Third Column - Enter in this column a figure which represents the acreage of dry beans that the community committee determines should be planted on the farm in order for the farm to make its maximum contribution to the War Production Program. In making these determinations, the community committee should take into consideration the factors mentioned in Section I of this bulletin, and also that the sum of the goals determined should be as great as the county dry bean goal. After the community committee has completed its determinations, a total shall be obtained of the entries in this column.

Fourth Column - If the total obtained of the entries in the third column is as great as the county dry bean goal, and if the county committee approves, these goals may be considered as the approved goals for the farms listed. If the total of the entries in the third column is not as great as the county dry bean goal, the county committee will make entries in this column, the sum of which must be as great as the county dry bean goal. Before making any entries in this column, the county committee may wish to discuss the situation with the State committee as to a revision in the county goal.

If any adjustments are made in the approved goals as entered in the fourth column, the original entry will be lined through and the adjusted entry made immediately above. The sum of the approved goals after any such adjustments have been made must be as great as the county dry bean goal.

SECTION V. DETERMINATION OF SOYBEAN GOALS

Four columns of NED-53, or other listing sheet, will be used in connection with the determination of farm goals for soybeans. Such goals shall be determined on a planted basis of soybeans to be harvested for beans, taking into consideration the factors mentioned in Section I of this bulletin. Entries will be made in each of the four columns, using the same instructions as given in Section IV, "Determination of Dry Bean Goals", except that goals of less than 3 acres will not be determined.

SECTION VI. DETERMINATION OF GOALS FOR TOMATOES, PEAS, SNAP BEANS, SWEET CORN, CARROTS, BEETS, CABBAGE, AND LIMA BEANS FOR PROCESSING

Farm War Crop Goals for processing crops will be determined for farms that grow these crops and no farm goal for any crop should be greater than the contracted acreage for the crop. One column of NED-53 or other listing sheet will be used for each processing crop for which goals are determined. After farmers have entered into contracts with processing companies for the growing of all these crops, goals will be determined and entered in the appropriate column. After the goals have been entered, a total should be obtained of each column. The total acreage of the farm goals for each crop for processing should, as near as practicable, be such that the normal production produced on such acreage will be as large as can be processed in the plants available to the county producers of such crop.

SECTION VII. DETERMINATION OF HAY AND PASTURE GOALS

Goals for hay and pasture shall be determined for all farms in the corn area in Pennsylvania on which a wheat, tobacco, or corn allotment has been determined. Two columns of NED-53 or other listing sheet will be used in connection with the determination of goals for hay and pasture. Hay and pasture means the acreage of cropland from which hay, other than annual hay, is harvested plus the acreage of cropland which is used for pasture for livestock. In addition to the factors mentioned in Section I of this bulletin, the number of head of livestock on the farm should be considered in determining hay and pasture goals. Entries will be made as follows:

First Column - Enter in this column the acreage of hay harvested and cropland pastured (plowable pasture) in 1942.

Second Column - Enter in this column the farmer's 1943 intended acreage of hay to be harvested and cropland to be pastured. These entries should be carefully reviewed, and, if it is determined the intended acreage for any farm is sufficient to carry the livestock enterprises on the farm, the 1943 intended acreage may be considered as the approved goal for the farm. If it is determined that the intended acreage for any farm is not sufficient to carry the livestock enterprises on the farm, a revision should be made upward and an approved acreage goal determined that will be sufficient to carry the

livestock enterprises. Any revisions thus made will be entered immediately above the original entry and the original entry lined through. It is not necessary to obtain a total of the approved goals.

SECTION VIII. TOTAL WAR CROP GOALS

After all necessary war crop goals have been determined for a farm, a total shall be obtained of the approved goals and entered in a column reserved for this purpose on form NED-53, or other listing sheet. This total will be the Total War Crop Goal for the farm. Be sure that the potato goal is included. If potatoes is the only war crop for which a goal is determined for a farm, the approved potato goal will be the Total War Crop Goal.

A. W. Manchester
Director, Northeast Division

UNITED STATES DEPARTMENT OF AGRICULTURE
Agricultural Adjustment Agency
Northeast Division

COUNTY COMMITTEE INSTRUCTIONS FOR DETERMINING GOALS FOR WAR CROPS

1943 Agricultural Conservation Program

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COUNTY COMMITTEE INSTRUCTIONS FOR
DETERMINING GOALS FOR WAR CROPS

SECTION I. GENERAL

The following crops are war crops for 1943 in the Northeast Region:

Soybeans for beans
(if the goal is 3 acres or more)
Dry edible beans
(if the goal is 3 acres or more)
Tomatoes for processing
Peas for processing
Snap beans for processing
Sweet corn for processing

Potatoes
(if the goal is 3 acres
or more)
Carrots for processing
Beets for processing
Cabbage for processing
Lima beans for processing
Hay and pasture
(in commercial corn area)

Farm goals on a planted basis (except hay and pasture goals will be determined for each of the war crops listed above, and also program yields for potatoes on farms for which potato goals are determined. The sum of the farm goals for any crop shall not be less than the county goal for that crop.

The Total War Crop Goal for a farm shall be the sum of the individual war crop goals determined for the farm. Farm war crop goals shall be determined on the basis of the farmer's ability to produce the crops for which goals are being determined, taking into consideration the availability of markets, cropland, equipment and labor; adaptability of the soil; the acreage and production of the crop on the farm during recent years; and any other related factors. Goals shall be determined by the county committees with the assistance of community committees.

SECTION II. FORMS

Form NED-24, "Commodity Form - 194___," will be used in connection with the determination of farm potato goals.

In counties in which a substantial number of the farms are listed on form NER-312, "Farm Listing Sheet," form NED-53 "Acreage Data Sheet," will be used in connection with the determination of goals for war crops other than potatoes.

In counties in which a substantial number of the farms are not listed on form NER-312, "Farm Listing Sheet," some other form of listing sheet will be used. The form used should have the approval of the farmer fieldman. Provision should be made to enter operators' names on the listing sheet.

The headings of all listing sheets should be completed to show the year, sheet number, county, community (if listed by communities), and, in the case of potatoes, the commodity. Sheet numbers on forms NED-24 and NED-53 should be the same as the sheet number of the corresponding NER-312.

Whichever form is used, a specified number of columns should be reserved for each crop as follows:

Soybeans for grain - 4 columns
 Dry edible beans - 4 columns
 Hay and pasture,
 (corn area only) - 2 columns
 Processing crops - 1 column each

One column should be reserved in which to enter the "Total War Crop Goal" for the farm and one in which to enter the Farm Serial Number.

The column headings of all listing sheets should be completed to show the commodity for which goals are being determined and other information as specified in this bulletin.

SECTION III. DETERMINATION OF POTATO GOALS AND YIELDS

A new NED-24 should be inserted in the binder so that the 1940 and 1941 acreages on previous listing sheets are visible. In counties in which form NED-53 is used for listing historical data, the 1942 acreage should also be visible. Listing of farms for which allotments have previously been determined and of farms for which allotments have not previously been determined will be made on the same series of form NED-24. No potato goal of less than three acres shall be determined. Entries will be made on form NED-24 in accordance with the following procedure:

A. Determination of Potato Goals

Column 7 - "1942 Acres." Complete the column heading to read "1942 Acres." Enter in this column the acreage of potatoes harvested on the farm in 1942. In counties in which previous acreages have been entered on form NED-53 the 1942 acreage shall be entered in the first blank column on this form, and Column 7 of NED-24-1943 will be left blank.

Column 8 - "1942 Allotment." Complete the heading to read "1942 Allotment." Enter in this column the final 1942 potato allotment determined for the farm as shown in Column 16 of NED-24-1942.

Column 9 - "Total Cropland." Enter in this column the most recently determined total acreage of cropland for the farm in accordance with the 1943 definition of cropland.

Column 10. Change the heading to read "1943 Intentions." Enter in this column for each farm for which a potato goal is being determined, the farmer's 1943 intended acreage, as shown on the Farm Plan Work Sheet.

Column 11. Leave blank.

Column 12 - "Community Committee Recommendations." Enter in this column an acreage figure as recommended by the community committee for the community in which the farm is located, which the committee believes represents an acreage of potatoes that should be grown on the farm in 1943, taking

into consideration the factors outlined in Section I of this bulletin. It should be borne in mind that the county goal for potatoes must be distributed among those farms which by growing potatoes can make the maximum contribution to the War Production Program.

Column 13 - "County Committee Recommendation." Enter in this column a potato goal as recommended by the county committee for each farm on which the county committee determines that three or more acres of potatoes will be planted in 1943. If the county committee determines that the recommendation of the community committee as entered in Column 12 represents the proper acreage that should be planted on the farm, the entry in Column 12 will be transferred to Column 13. In determining these goals, the county committee should bear in mind that the total of the farm goals should be as great as the county potato goal. After the goals have been determined, a total of this column should be obtained.

Column 14 - "Adjusted Goal." Leave blank.

Column 15 - "Approved Goal." Entries will be made in this column only if the total of the entries in Column 13 is not as great as the county potato goal. If the total obtained of the entries in Column 13 is as great as the county potato goal, these goals may be considered as the approved goals for the farms listed. If the total of the entries in Column 13 is not as great as the county potato goal, the county committee will make entries in this column, the sum of which must be as great as the county potato goal. Before making any entries in this column, the county committee may wish to discuss the situation with the State committee as to a revision in the county goal.

Column 16 - "Final Goal." If the approved goal as entered in Column 15 (or in Column 13 if there is no entry in Column 15) is adjusted upon appeal of the farmer after the issuance of notices to farmers of their approved goals, such finally adjusted goal shall be entered in Column 16. For other farms the approved goal shall be entered in this column.

The sum of all goals as entered in Column 16 shall be as great as the county potato goal and shall be subject to audit by the farmer fieldman.

B. Determination of Yields

The program yield for potatoes for a farm will be the same as the program yield determined for the farm in 1942, unless the county committee determines that the 1942 yield is not representative for 1943. Program yields for farms for which yields have not been previously determined will be determined by the county committee on the basis of the operator's previous experience in growing potatoes, type of soil, production practices, and the general fertility of the land, and should be comparable to farms which are similar with respect to these factors. The weighted average of

such yields should not exceed the county program yield.

In the determination of yields, entries will be made as follows:

Column 17 - "Preliminary" Yield. Enter in this column a yield for each farm for which a goal is determined. If the county committee believes that the program yield for 1943 should be the same as the program yield determined for the farm in 1942, and shown in Column 19 or 20 of WED-24-1942, such 1942 yield may be entered in this column as the yield for the farm in 1943. If the county committee determines that the program yield for a farm in 1943 should be different from the yield determined for the farm in 1942, such different yield will be entered in this column. Program yields for farms for which yields are being determined in 1943 for the first time will be entered in this column.

Column 20. Leave blank.

Column 21 - "Serial No." Enter in this column the farm serial number as listed in Column 1 of NER-312 for the farm.

SECTION IV. DETERMINATION OF DRY BEAN GOALS

Four columns of WED-53 or other listing sheet will be used in the determination of farm goals for dry beans. No dry bean goals of less than 3 acres shall be determined. Entries will be made as follows:

First Column - Enter in this column the 1942 acreage of beans on the farm.

Second Column - Enter in this column the farmer's 1943 intended acreage of dry beans as shown on the Farm Plan Work Sheet.

Third Column - Enter in this column a figure which represents the acreage of dry beans that the community committee determines should be planted on the farm in order for the farm to make its maximum contribution to the War Production Program. In making these determinations, the community committee should take into consideration the factors mentioned in Section I of this bulletin, and also that the sum of the goals determined should be as great as the county dry bean goal. After the community committee has completed its determinations, a total shall be obtained of the entries in this column.

Fourth Column - If the total obtained of the entries in the third column is as great as the county dry bean goal, and if the county committee approves, these goals may be considered as the approved goals for the farms listed. If the total of the entries in the third column is not as great as the county dry bean goal, the county committee will make entries in this column, the sum of which must be as great as the county dry bean goal. When making any entries in this column, the county committee may wish to discuss the situation with the State committee as to a revision in the county goal.

If any adjustments are made in the approved goals as entered in the fourth column, the original entry will be lined through and the adjusted entry made immediately above. The sum of the approved goals after any such adjustments have been made must be as great as the county dry bean goal.

SECTION V. DETERMINATION OF SOYBEAN GOALS

Four columns of NED-53, or other listing sheet, will be used in connection with the determination of farm goals for soybeans. Such goals shall be determined on a planted basis of soybeans to be harvested for beans, taking into consideration the factors mentioned in Section I of this bulletin. Entries will be made in each of the four columns, using the same instructions as given in Section IV, "Determination of Dry Bean Goals", except that goals of less than 3 acres will not be determined.

SECTION VI. DETERMINATION OF GOALS FOR TOMATOES, PEAS, SNAP BEANS, SWEET CORN, CARROTS, BEETS, CABBAGE, AND LIMA BEANS FOR PROCESSING

Farm War Crop Goals for processing crops will be determined for farms that grow these crops and no farm goal for any crop should be greater than the contracted acreage for the crop. One column of NED-53 or other listing sheet will be used for each processing crop for which goals are determined. After farmers have entered into contracts with processing companies for the growing of all these crops, goals will be determined and entered in the appropriate column. After the goals have been entered, a total should be obtained of each column. The total acreage of the farm goals for each crop for processing should, as near as practicable, be such that the normal production produced on such acreage will be as large as can be processed in the plants available to the county producers of such crop.

SECTION VII. DETERMINATION OF HAY AND PASTURE GOALS

Goals for hay and pasture shall be determined for all farms in the corn belt in Pennsylvania on which a wheat, tobacco, or corn allotment has been determined. Two columns of NED-53 or other listing sheet will be used in connection with the determination of goals for hay and pasture. Hay and pasture means the acreage of cropland from which hay, other than annual hay, is harvested plus the acreage of cropland which is used for pasture for livestock. In addition to the factors mentioned in Section I of this bulletin, the number of head of livestock on the farm should be considered in determining hay and pasture goals. Entries will be made as follows:

First Column - Enter in this column the acreage of hay harvested and cropland pastured (plowable pasture) in 1942.

Second Column - Enter in this column the farmer's 1943 intended acreage of hay to be harvested and cropland to be pastured. These entries should be carefully reviewed, and, if it is determined the intended acreage for any farm is sufficient to carry the livestock enterprises on the farm, the 1943 intended acreage may be considered as the approved goal for the farm. If it is determined that the intended acreage for any farm is not sufficient to carry the livestock enterprises on the farm, a revision should be made upward and an approved acreage goal determined that will be sufficient to carry the

livestock enterprises. Any revisions thus made will be entered immediately above the original entry and the original entry lined through. It is not necessary to obtain a total of the approved goals.

SECTION VIII. TOTAL WAR CROP GOALS

After all necessary war crop goals have been determined for a farm, a total shall be obtained of the approved goals and entered in a column reserved for this purpose on form NED-53, or other listing sheet. This total will be the Total War Crop Goal for the farm. Be sure that the potato goal is included. If potatoes is the only war crop for which a goal is determined for a farm, the approved potato goal will be the Total War Crop Goal.

A. W. Manchester
Director, Northeast Division

UNITED STATES DEPARTMENT OF AGRICULTURE
Agricultural Adjustment Agency
Northeast Division

NER-721, COUNTY PROCEDURE FOR PREPARATION AND TRANSMITTAL OF 1943
APPLICATIONS FOR PAYMENT (NER-720)

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SECTION I. GENERAL

A. Form to be Used. All applications for payment under the 1943 Agricultural Conservation Program will be filed on Form NER-720.

B. Land to be Included Under a Single Application. A single application for payment shall cover neither more nor less than a farm as defined in Bulletin NER-700, Section XIV, subsection C.

C. Persons Eligible to File Applications. Except as provided in subsection F of this Section I, an application for payment with respect to a farm may be filed by any person for whom a share in the payment with respect to the farm may be computed, provided that such person has filed a signed Form ACP-64, NER-715 or ACP-140 prior to the closing date for filing such notice. To be eligible for Irish potato and/or truck crop payments a person must have filed a signed Form ACP-140 in the county office prior to July 1, 1943. A farm must have been operated in 1943 if a production adjustment payments is to be computed for the farm.

D. Method of Preparation, Signature and Transmittal

1. Method of Obtaining Signature of Applicants. As in 1942, the representations of the applicant and certifications of the county committee on Form NER-720 permit the signing of applications by applicants either before or after the data from which payment will be computed have been entered on the form.

In all cases where the signatures of applicants are obtained before the agricultural data are shown on the application, it is required that a completed application for payment showing all of the basic data for the farm be mailed or otherwise furnished to each applicant at least 5 days prior to the transmittal of the application to the State office. A notice should be furnished to the applicant with his copy of the application to the effect that he should notify the county office immediately of any error in or any omission of data shown on the application.

Irrespective of the method used in obtaining the signatures of applicants, the original (white) copy of Form NER-720 is the only copy on which the signature of the applicant is required.

2. Number of Copies. Except for the signature of applicants, each application for payment will be prepared in the county office in quadruplicate, including the original (NER-720) and three additional copies, NER-720a. The original (white) and first (yellow) copy will be transmitted to the State office. The second (blue) copy will be retained in the county office files, and the third (pink) copy should be mailed to or otherwise furnished the applicant. Care should be taken not to remove the carbons between the copies of the applications which are forwarded to the State office.

E. Farms for which Applications for Payment are Required. An application for payment shall be filed under the 1943 Program for all farms in the county on which a person has contributed to the carrying out of soil-building practices or has a share in the crops or proceeds therefrom, or on which

conservation materials and/or services have been furnished provided that on one of these farms in which said person has an interest, a deduction can be computed in connection with the use or misuse of conservation materials furnished under any program, or in connection with failure to maintain practices in 1943 for which payment was made under a previous program, or in connection with the adoption of any practices tending to defeat the purpose of the program.

F. Farms for which no Application for Payment should be Filed. Unless required by the provisions of subsection E of this Section I, no application for payment should be filed for the following farms:

1. Any farm on which the net payment earned by each applicant after deduction for county association expense is less than \$1.00, except upon request.

2. Any farm on which no performance was rendered or no practices are carried out, except practices carried out with the use of conservation materials or services furnished.

G. Notice to Farmers of No Payment.

All applicants who sign applications for payment under the 1943 Program, and for whom it is later determined that no payment is due, shall be notified by the county committee to that effect and the reason therefor as soon as it is determined that no payment is due. Any notice made in accordance with the above instructions should contain an explanation as to why no payment is made or application submitted. A copy of all such notices showing date of issuance shall be retained in the county office files.

SECTION II. ENTRIES TO BE MADE BY THE COUNTY OFFICE

Spaces in which entries are to be made by the county office on Form NER-720 are indicated on the form by dotted horizontal lines, with the exception of the space in Section VI, Column (I), line 10. All solid horizontal lines indicate spaces to be used only in the State office. All figures shown on the application representing acreages, percentages, and units shall be expressed to the nearest tenth; hundredths amounting to five or less shall be dropped, and hundredths amounting to more than five shall be considered a whole tenth. The following example illustrates the application of this rule:

<u>Acreage, Percentage or Units</u>	<u>Figures Expressed in Tenths</u>
47.64	47.6
47.65000	47.6
47.65 plus any remainder	47.7
47.66	47.7

A. State and County Code and Serial Number. Enter in the space provided in the upper right-hand corner the State and county code and farm serial number used in 1943 to designate the farm covered by the application.

B. Entries for Section III, "Production Adjustment Allowance and Potato and Truck Crops." There will be entered in Section III, in accordance with the following instructions data to be used as a basis for computing payments in connection with corn, wheat, tobacco, Irish potatoes and truck crops.

The entries to be made in Section III and the sources from which such entries will be obtained are as follows:

Entry	Source of Entry from WAP-715-A
1. <u>Corn - - Column (B)</u>	
Entries are to be made in this column only for farms in the commercial corn area in Pennsylvania. For other farms make no entries in column (B).	
<u>Line 1, Yield per acre.</u> For farms for which a corn acreage allotment was determined, enter here the 1943 program yield for corn established for the farm.	Section III, Line 3, Column (C).
<u>Line 2, Corn Acreage Allotment.</u> Enter here the 1943 corn acreage allotment determined for the farm.	Section III, Line 3, Column (C).
2. <u>Wheat - - Column (C)</u>	
<u>Line 1, Yield per acre.</u> For farms for which a wheat acreage allotment was determined, enter here the 1943 program yield for wheat established for the farm.	Section III, Line 1, Column (C).
<u>Line 2, Wheat Acreage Allotment.</u> Enter here the 1943 wheat acreage allotment determined for the farm.	Section III, Line 1 Column (C).
3. <u>Tobacco - - Column (D).</u>	
Enter in the space at the top of column (D) the type of tobacco grown on the farm. For example, "41", "52", "53".	
<u>Line 1, Yield per acre.</u> For farms for which a tobacco allotment was determined, enter here the 1943 program yield for tobacco determined for the farm.	Section III, Line 2, Column (C).

Line 2, Tobacco Acreage Allotment.
Enter here the 1943 tobacco acreage
allotment determined for the farm.

Section III, Line 2.
Column (B)

4. Irish Potatoes - - Column (E).

Line 1, Yield per acre. Enter here for
farms for which Irish potato goals
were determined, or on which more than
2.7 acres of Irish potatoes were planted,
the program yield for potatoes determined
for the farm.

Section IV, Line 1,
Column (A)

Line 2, Irish Potato Goal. Enter
here the 1943 Irish potato goal
determined for the farm or, if no
goal was established and more than
2.7 acres of Irish potatoes were
planted, enter "0".

Section IV, Line 1,
Column (B)

Line 3, Irish Potato Acreage. Enter
here the 1943 planted acreage of Irish
potatoes for farms for which Irish
potato goals were determined or
on which more than 2.7 acres of Irish
potatoes were planted.

Section IV, Line 1,
Column (C)

5. Truck Crops - - Column (F).

Line 2, Truck Crop Goal. Enter
here the final 1943 truck crop
goal for the farm or, if no goal
was established, and more than
2.7 acres of truck crops were
planted which were not sold to
processors, enter "0".

Section V, Line 1,
Column (B)

Line 3, Truck Crop Acreage. Enter
here the 1943 planted acreage of
truck crops for farms for which truck
crop goals were determined or on which
more than 2.7 acres of truck crops were
planted. This entry shall represent
only the acreage of truck crops for
fresh consumption.

Section V, Line 1,
Column (C)

C. Entries for Section IV, "Conservation Materials".

1. Superphosphate. If the applicant whose name appears on line 9 of Section VI has been furnished superphosphate for use as conservation material under the 1943 Program, enter in the space provided in Columns (G) and (H), just below the printed words "Super (cwt)", the number of hundred weight of superphosphate furnished and on the same line under the word "Rate" enter the established rate of deduction per hundredweight for the superphosphate furnished.

2. Liming Material. If the applicant whose name appears on line 9 of Section VI has been furnished liming material for use as conservation material under the 1943 Program enter in the space provided in columns (G) and (H) just below the printed words "Lime (tons)" the number of tons of each kind of liming material furnished and, in each case enter on the same line under the word "Rate", the established rate of deduction per ton for the liming material furnished.

3. Other Material. If the applicant whose name appears on line 9 of Section VI has been furnished services in connection with constructing diversion ditches under the 1943 Program, or has been furnished O-14-14, potash or forest trees for use as conservation materials under the 1943 Program there will be entered in the space provided in columns (G) and (H), just below the printed words "Other Material" the name of the material or service furnished followed by the word "Rate", such as "Potash-Rate." The number of feet of diversion ditches constructed, the number of hundredweight of O-14-14 or potash furnished, and the number in thousands of forest trees furnished should be entered below the inserted heading and in each instance there should also be entered on the same line under the word "Rate" the established rate of deduction for the service or material furnished.

4. For Special Liming Materials Program (Pennsylvania Only)

If the applicant whose name appears on line 9 of Section VI has been furnished liming materials in connection with the special liming materials program in Pennsylvania there will be entered in the space provided in columns (G) and (H) just below the printed words "Lime (Tons)" or below any entry made under Paragraph 2 above, the number of tons of material so furnished, preceded by the letter "S" and on the same line under the word "Rate" there will be entered the established rate of deduction per ton for the liming material furnished.

D. Entries for Section V., "Production Practices and Allowance"

The entries to be made in Section V and the sources from which such entries are to be obtained are as follows:

Entry

Sources of Entry
From NER-715

1. Column (I), Practice Code. Enter in numerical order in this column on lines 1 to 6 inclusive, the code number of each soilbuilding practice carried out on the farm and approved by the county committee, including practices carried out with the use of conservation materials furnished against the production adjustment allowance and practices carried out with the use of liming materials furnished under the special liming materials program in Pennsylvania.

Section IX, Column (A)

2. Column (J), Practice Units. Enter in this column on lines 1 to 6 inclusive the number of units of each practice opposite the respective code number which is entered in Column (I). The term "units" as used herein means either the quantity or amount of each practice for which a specific rate of payment has been established in accordance with bulletins NER-710 and supplements thereto for each state.

Section IX, Column (B)

3. Column (M), Line 1, Animal Units. Enter here the number of animal units on the farm in 1942 if the number is 5 or more.

Section II, Column (D),
Line 4

4. Column (M), Line 2, Pullets Ranged. Enter here the number of pullets ranged in 1942 if the number is 300 or more. This number shall be expressed in units representing hundreds and tenths of hundreds. (Example: 2250 pullets - 22.5 units)

Section II, Column (D),
Line 5

5. Column (M), Line 3, Pullet Range. Enter here the acreage of pullet range on the farm in 1942 only when an entry appears in Column (I), Line 2.

Section II, Column (B),
Line 6

6. Column (M), Line 4, Vegetables, Potatoes, Commercial Orchards. Enter here the total acreage of vegetables, potatoes, and commercial orchards in the farm in 1942 if 3 acres or more.

Section II, Column (C),
Line 12

7. Column (M), Line 5, Cropland. Enter here the acreage of cropland and commercial orchards in the farm if 10 acres or more.

Section II, Column (A),
Line 13

E. Entries For Section VI, "Signature and Payment"

1. Name and Address of Applicant. Enter on line 9 the typed name of each person entitled to share in the payment for the farm and enter on line 11 the address of each person. If there is more than one person entitled to share in the payment for the farm, prepare and attach to the first copy an additional copy of NER-720 for each applicant. All copies of NER-720 for all persons on a farm shall be submitted simultaneously as a single farm application. In cases where additional copies of NER-720 are prepared, enter the state and county code and serial number on each copy. On the copy showing the name of each applicant, enter in Sections IV and VII data regarding conservation materials or services furnished the applicant and enter in Section VI data regarding the division of payments. Entries in Section III and V of the application are required only on the copy for one of the applicants. Each form NER-720 should show the date of filing in Section VII and be signed in that section by a member of the county committee.

2. Signatures. A signature of each applicant should appear on line 10 and be obtained in accordance with the procedure outlined in Section I, subsection D of this bulletin. Do not show on the application the signature (or the typed name) of any person other than those determined to share in the payment. No payment will be made to any person who does not sign the application. However, payment will be made to persons who do sign the application, even though the signature of one or more of the other persons eligible for payment has not been obtained.

In the case of persons who make application for payment on two or more farms which are cross referenced, care should be exercised to make sure that the typed name and signature of such person is the same on all such applications.

3. Witnesses. A witness to the signature of an applicant is required only in case the signature of the applicant is printed, made by mark or subscribed in other than English script. In such case the signature of the witness should be obtained on line 12, immediately below the address of the applicant whose signature is being witnessed.

4. Applicants signing in a Representative or Fiduciary Capacity. In case an application is signed by a person who is acting in a representative or fiduciary capacity, his title, such as "Administrator", "Executor", "Guardian", "Agent", or "Attorney-in-Fact", should appear as part of the signature. The county committee must determine that such person is properly authorized to so sign. If the county committee does not have knowledge of the fact that such person is properly authorized to sign in such capacity, it must require the presentation of documentary proof of authority. The execution of Section VII of the application shall constitute a certification on behalf of the committee that the person who signs the application in a representative or fiduciary capacity possesses the necessary authority to so sign, and therefore the documentary proof, after it has served the committee's purpose, may be returned to the applicant or retained in the county files. It should not be sent to the State office.

Refer to ACP-16, "Instructions on Signature and Authorizations", for a detailed explanation with respect to the form of signature and the type of documentary authority which should be accepted in the case of a person signing in a representative or fiduciary capacity.

Do not make any additional certifications in Section VII regarding signature unless specifically requested to do so by the State office.

5. Acceptable Signatures.

a. All signatures must be in the original and should be in ink or indelible pensil.

b. The signature as subscribed need not be as complete as the typed name, but must not be conflist with the typed name. However, an illegible signature is acceptable. See pages 9 through 14 of NER-621 for examples of typed names and acceptable signatures.

6. Division of Payment.

a. If only one applicant is interested in the payment for the farm, enter the word "yes" on line 12, Column (C) in the space titled "100% Producer?". In all other instances, make no entries in this space.

b. Where more than one applicant is interested in the payment for the farm, there will be entered on line 9 in the appropriate columns for each applicant whose name appears in Section VI, his percentage share of the corn, wheat, tobacco, potato, truck crop, and practice payments. Such percentage share should represent the percentage share of each applicant in the crop grown or practices carried out on the farm in 1943 and determined in accordance with Bulletin NER-700, Section VI. The total of the percentage shares shown for all applicants for each payment must equal 100.

7. County Association Expense.

Enter in the space immediately following the word "Less" in column (I) on line 10, the percentage representing the amount by which payments will be reduced to take care of county association expense. By making this entry the producer will be notified of the rate of county association expense when he receives his copy of the application.

8. Assignments.

If, in accordance with ACP-70, as amended, an assignment has been executed by the applicant whose name appears on Line 9 of Section VI,

the name and address of the assignee, as shown in Section I of Form ACP-69, and the unpaid balance of any such assignment as shown in Section II of Form ACP-69, will be entered on Line 9 of Section VI. Following the name of the assignee enter the word "assignee".

In preparing Forms NER-720 care should be taken to see that entries representing all eligible assignments are made in Section VI since there will be no audit of this respective part of Section VI in the State office.

9. Indebtedness Items

County offices will make no entries in Section VI representing indebtedness items.

All applications for payment filed under the 1943 Program will be checked against the Register of Indebtedness in the State office and there will be shown in Section VI, line 10, all items of indebtedness for each applicant which, in accordance with these instructions, are deductible from 1943 Program payments.

Items of indebtedness shall be shown in Section VI, Line 10 as follows:

"Due _____ (Agency) _____, \$ _____"

If there is not sufficient space in Section VI, items of indebtedness shall be entered in Section VII.

F. Entries in Section VII "Signature of County Committee And Additional Committee Determinations."

1. Signature and Date of Filing. All applications for payment will be signed, in the space for signature of county committeeman, by one member of the committee after a determination has been made by the county committee that the representations and data shown on the application are true and correct and in accordance with the certifications of the county committee. There will also be shown in the space provided the date on which the application, after having been signed by the applicant, was received in the county office, or received by an authorized employee of the county committee. In the case of applications on which there are two or more applicants, the date shown on the application should be the date the application signed by one of the applicants was first received in the county office or by an authorized employee of the county committee.

2. Other Farms in the Same County.

In compliance with the provisions set forth in Section I, subsection E of these instructions, it is required that there be entered in Section VII of the same Form MER-720 on which the name of the interested applicant is shown in Section VI the serial numbers of all other farms in the county in which the applicant has contributed to the carrying out of soil-building practices, or has a share in the crops or proceeds therefrom, or on which conservation materials and/or services have been furnished.

3. Other Farms in Other Counties in the Same State.

a. Bulletin MER-700 (Section XII, subsection C) requires that upon request by the State committee any person shall file with the committee such information as it may request regarding any other farm in the State with respect to which he has the right to receive all or a portion of the crops or proceeds therefrom, or which he rents to another.

If on the basis of information shown on the report of performance or otherwise obtained, the county committee believes that an application should be filed by an applicant for farms in other counties in the State, a recommendation to that effect should be forwarded to the State committee. This recommendation should contain all pertinent facts in support of the recommendation and will provide the State committee with information on which it may determine whether the applicant should be required to file applications for other farms in other counties in the State.

If the State committee determines that an application for payment should be filed for an applicant with respect to one or more other farms in other counties in the State in which the applicant has an interest, the serial numbers of such other farms will be transmitted to each of the counties concerned, with the request that an application for payment for each such farm be prepared. Obviously this procedure should not be followed unless on one or more of the applications a net deduction can be computed under the program. Where the State committee has determined that applications should be cross-referenced, there will be shown in Section VII the county code and serial numbers of all such applications.

See Practice 7 (practices defeating the purposes of the program) Section XI, subsection A of Bulletin MER-700 concerning persons operating farms in two or more states.

b. If the applicant is an individual, partnership, or estate and the serial numbers of all other farms in the State in which such applicant has an interest have not been entered in Section VII in accordance with item (a) above, there will be entered in Section VII the names of other counties in the State in which are located other farms on which the applicant is entitled to file an application. Such entries are required in order to give effect to the \$10,000 limitation of payment provisions (Section VIII of NER-700) of the Program.

c. If the applicant is other than an individual partnership or estate, and it is determined that the applicant has an interest in other farms, in other counties in the same State or in other States, there will be entered in Section VII the words "Other Farms in other Counties", "Other farms in other States", or "Other Farms in other Counties and other States", whichever is applicable. This entry is required in order to give effect to the \$10,000 national limitation of payment provision (Section VIII of NER-700) of the Program.

In connection with the entries required in items (b) and (c) above, attention is directed to representation No. 4 of the applicant contained in Section I of the application for payment.

4. Additional Deduction for Conservation Materials. If it is determined by the county committee that all or a portion of the conservation material furnished has been misused and should be subject to an additional deduction equal to the amount of the original deduction, an entry should be made in Section VII showing the number of tons of lime or hundredweight of superphosphate, 0-14-14 or potash, or thousands of trees, recommended for additional deduction together with the applicable rate of deduction. Such entries should be made as follows: "additional ded.--10cwt. Super. -\$1.05 per cwt" or "additional ded.--5 tons lime - \$5.00 per ton." In the case of applications for farms on which there are two or more applicants, the entries in Section VII, in connection with misuse of conservation materials, will be made in Section VII of the application on which appears the name of the applicant who was furnished the material for which an additional deduction is recommended.

5. Conservation Material Carried Over From Previous Years.

All conservation material furnished under previous programs which was not applied during previous program years and was not transferred in accordance with Bulletin NER-711 to some other person will, if applied under the 1943 program in carrying out an approved soil-building practice, be shown in Section V of NER-720 as a practice carried out with commercial rather than conservation material..

However, if conservation material for which only a single deduction has previously been made is carried over from previous years and is not used or is misused during the 1943 program year, an additional single deduction should be recommended by the county committee on that quantity of material so misused. Such a recommendation for additional single deduction will be entered in Section VII of the application on which appears the name of the applicant to whom the material was furnished and should show the number of hundredweight or tons of material recommended for additional single deduction and the applicable rate of deduction per ton or per hundredweight. In case of material carried over from previous programs for which a double deduction has previously been made, no further recommendation for additional deduction under the 1943 Program is applicable.

6. The county committee may enter in the space provided, determinations or appropriate recommendations with reference to the application, in addition to those required.

7. Among others, the following recommendations or determinations should be made in this section where applicable:

a. A certification that a change in 1943 in the relationship between the landlord or operator, and the tenants or sharecroppers, or a reduction in 1943 in the number of tenants and sharecroppers below the average number on the farm during the preceding 3 years has resulted in an increase in the amount of payment to the landlord or operator which has been found not to be justified and has been disapproved by the county committee.

b. The words "farm not operated in 1943" if it has been determined, in accordance with Section XI, subsection E of Bulletin NER-700 that the farm is not operated in 1943.

c. A certification showing the number of units of any soil-building practice for which payment was made under previous programs which was not maintained in accordance with good farming practices in 1943, provided that a rate of payment has been established for the practice under the 1943 Program.

d. A recommendation that a part or all of the payment which would otherwise be made to an applicant be withheld if it is determined by the county committee that he has adopted any practices determined by the county committee to defeat the purpose of the Program, including practices (1) through (13) listed as practices which tend to defeat the purpose of the program, and contained in Section XI, subsection A of Bulletin NER-700.

e. The recommendation that a part or all of the payment which otherwise would be made to an applicant be withheld -- (i) if he adopts or has adopted any other practice which tends to defeat any of the purposes of the 1943 or previous Agricultural Conservation Programs, (ii) if by means of any corporation, partnership, estate, trust, or any other device, or in any manner whatsoever he has offset or has participated in offsetting in whole or in part the performance for which such payment is otherwise authorized, or (iii) with respect to woodland owned or controlled by him he adopts or has adopted any practice which is contrary to sound conservation practices.

G. Correction of Errors. All erasures or alterations and all entries on the application to correct original entries which have been changed or otherwise altered must be initialed (in script, not printed) by a county committeeman. The county committeeman initialing any such correction must also sign the application.

SECTION III. TRANSMITTAL OF APPLICATIONS

A. Use of Transmittal Sheet - NED-42. This form will be used for transmitting applications and the related Reports of Performance from the county office to the State office. NED-42 is prepared in sets consisting of an original and 3 copies, with carbon inserted.

NED-42 will be prepared in the county office as indicated below and forwarded to the State office, together with the shipment of applications listed thereon and the related reports of performance. It is suggested that unless otherwise directed by the State office 50 applications be included in a single transmittal. Do not forward to the State office any application on which serial numbers of other farms are shown in Section VII unless all applications in which the producer has an interest are included in the same transmittal. The following types of applications will be transmitted on separate transmittal sheets:

1. Original applications.
2. Supplemental applications.
3. Suspended applications.
4. Forms ACP-103

B. Preparation of NED-42. The county office will, for each transmittal of applications to the State office, prepare the entire set (all copies) of NED-42 by making the following entries:

1. Enter the State and county code numbers and the names of the State and county in the spaces provided in the upper right-hand corner of the form.
2. "Kind of Form." In the space provided, enter "1943-ACP".
3. "Form Nos." In the space provided, enter "NER-720".
4. "County Transmittal No." Enter here a number for each separate transmittal. Transmittals of 1943 applications for payment irrespective of whether such applications are originals, supplementals, or suspensions, should be numbered in numerical sequence, beginning with No. 1 and continuing until all applications have been transmitted. A folder should be prepared containing Form NED-54 (number sheet) for keeping a record of transmittal numbers. A line should be drawn through each number as it is assigned to a transmittal.
5. Number of applications Being Transmitted. The number of applications included on the transmittal sheet will be shown by an entry in one of the boxes at the top center of the sheet in accordance with the following:
 - a. If original applications are being transmitted for the first time, show the number in the first box.

b. If supplemental applications are being transmitted for the first time, show the number in the second box.

c. If applications are being transmitted which were previously submitted to, suspended by, and returned by the State office show the number in the third box.

6. Columns Headed "Serial No.", "Name of Producer", and "Remarks". Show in these columns for all applications transmitted the serial numbers in numerical sequence of the farms covered by such applications and the names of the applicants, respectively, in the same manner as under previous programs. List for each application the names of all applicants. Name of applicants should be listed in the same manner as on the application: for example, the name Frank A. Jones should be listed as "Frank A. Jones," not as "Jones, Frank A." Make no entries in the column headed "Not for Use in Field."

C. Transmittal to State Office. After NED-42 has been prepared as outlined above, the last copy labeled "Retain in County Office" shall be detached and retained in the county office.

The remaining three copies of the set together with the applications shall be forwarded to the State office.

The third copy of the transmittal sheet shall be stamped in the State office and returned to the county office as a receipt.

SECTION IV. FARMS FOR WHICH NO APPLICATIONS FOR PAYMENT ARE FILED.

The Reports of Performance for farms for which applications for payment are not required but which were furnished conservation materials or services under the 1943 Program shall be transmitted to the State office for the purpose of taking statistics.

The Reports of Performance for such farms will be transmitted to the State office in the same manner as applications for payment for other farms except that:

A. Such Reports of Performance will be transmitted in groups separate from applications.

B. Unless otherwise directed by the State office a separate series of transmittal numbers will not be used in transmitting Reports of Performance only.

C. "Rep. of Perf." will be inserted in the space provided for "Kind of Form" at the top of NED-42 and in the space provided for "Form Nos." will be inserted "NER-715."

G. W. Manchester

Director, Northeast Division



UNITED STATES DEPARTMENT OF AGRICULTURE
Agricultural Adjustment Agency
Northeast Region

1943 Agricultural Conservation Program - Northeast Region

INSTRUCTIONS FOR DETERMINING PERFORMANCE

STATE OFFICE PROCEDURE

The instructions contained in this bulletin relate to the general procedure to be followed in reporting performance under the 1943 Agricultural Conservation Program, with particular reference to those functions involved in the procedure for which the State office is responsible.

SECTION I. GENERAL

A. General Plan for Determining Performance

1. County Associations will do no farm-to-farm checking of compliance this year. Committeemen are not to measure acreages or otherwise perform the usual services of farm checkers as a part of their duties. A final date will be set in each state by the State Committee, and after that date no applications will be accepted except by special permission of the State Committee. As wide publicity as is practicable will be given to the final date for filing applications and what information the farmer is to furnish.
2. The initiative in making an application for payment will lie with the farmer, and he will be responsible for determining the acreages of his crops and the extent of production practices carried out on his farm.
3. Each farmer will furnish this information personally either to his Community Committeeman or to the County offices. He will have full and sole responsibility for the accuracy of the information and will certify to its correctness on his Report of Performance.
4. The Report of Performance will be partly prepared in the County office and the information furnished by the farmer will be entered on the Report of Performance either by the Community Committeeman or in the County office.
5. The Community Committeeman is to approve the Report of Performance when he is satisfied that the farmer has used acceptable methods in the determination of acreages and extent of practices and that the information reported is complete and, so far as the committeeman can determine, is accurate.
6. The County Committee will make a spotcheck of a sufficient number of farms to assure accuracy.

B. State Committee Responsibilities

In addition to the general supervision of all performance work, the State Committee and State office are directly responsible for the following specific functions:

1. A program should be worked out with each County Committee covering all details of checking performance in the county, such as notifying producers, letters to producers, arrangements for assistance to producers at sittings in the County office, obtaining services of Community Committeemen, necessary spotchecking, etc.
2. Issue supplementary instructions to those contained in Regional Bulletins for preparing and completing Reports of Performance, including what evidence should be required and what methods should be used in determining performance under individual production practices. These instructions should also include a list of desirable descriptions for reporting production practices and what information should be entered under "Remarks" with respect to that which might affect a payment computed for a farm.
3. Arrange for and supervise county training schools at which instructions should be given to County and Community Committeemen and other County office personnel covering their responsibilities. These schools should be conducted insofar as possible by farmer fieldmen.
4. As State Committees are responsible for making certain that a satisfactory job of reporting performance is done in each county, arrangements should be made for adequate spotchecking by both County office and State office representatives.

SECTION II. FORMS FOR REPORTING PERFORMANCE

The County office copies of NER-715 and NER-715-A previously prepared for the farm shall be used for reporting performance. Form NER-623 shall be used in case of insufficient space in Section VIII of NER-715.

SECTION III. SPOTCHECKING

It is the responsibility of the State Committee to see that performance work is honestly and efficiently done. Each State Committee has full responsibility for making certain that the work in all counties is of acceptable quality and should take steps to improve the quality of the work when it is found that it is not satisfactory.

Farmer fieldmen shall determine the manner in which performance work is being carried out in each county by reviewing the extent and results of any County Committee spotcheck and a sufficient number of Reports of Performance and Applications for Payment. Farmer fieldmen may visit Community Committeemen or spotcheck some farms in those counties where they find that their review in the County office does not enable them to determine the manner in which the work has been done. Farmer fieldmen

shall submit to the State Committee narrative reports by counties concerning such work. These reports should indicate whether the work is being satisfactorily done and also include any recommendations for improving the quality of the work.

SECTION IV. PROGRESS REPORTS

A. County Office Reports

Reports of progress will be submitted to the State office by each County Committee not later than the 5th day of each month showing the status of the work of checking performances as of the last day of the previous month. These reports will cover the items listed in Section VII of NER-729. Forms for this purpose will be furnished by State offices.

B. State Office Reports

Reports of progress will be submitted to the Regional office by each State Committee not later than the 10th day of each month, showing by counties, the status of the work of checking performances and applications as of the last day of the previous month. In addition to the items received from county offices, the report will show cumulative totals of the following:

1. Number of counties for which reports have been received from former fieldmen in accordance with Section III of this bulletin.
2. Number of Applications for Payment received in the State office.
3. Number of Applications for Payment released to General Accounting Office.
4. Number of Applications for Payment paid.
5. Number of Applications for Payment suspended by General Accounting Office.
6. Number of Applications for Payment suspended by the State office.

A. W. Manchester

A. W. Manchester
Director, Northeast Division



UNITED STATES DEPARTMENT OF AGRICULTURE
Agricultural Adjustment Agency
Northeast Region

1943 Agricultural Conservation Program - Northeast Region

INSTRUCTIONS FOR DETERMINING PERFORMANCE

STATE OFFICE PROCEDURE

The instructions contained in this bulletin relate to the general procedure to be followed in reporting performance under the 1943 Agricultural Conservation Program, with particular reference to those functions involved in the procedure for which the State office is responsible.

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2. The initiative in making an application for payment will lie with the farmer, and he will be responsible for determining the acreages of his crops and the extent of production practices carried out on his farm.

3. Each farmer will furnish this information personally either to his Community Committeeman or to the County offices. He will have full and sole responsibility for the accuracy of the information and will certify to its correctness on his Report of Performance.

4. The Report of Performance will be partly prepared in the County office and the information furnished by the farmer will be entered on the Report of Performance either by the Community Committeeman or in the County office.

5. The Community Committeeman is to approve the Report of Performance when he is satisfied that the farmer has used acceptable methods in the determination of acreages and extent of practices and that the information reported is complete and, so far as the committeeman can determine, is accurate.

6. The County Committee will make a spotcheck of a sufficient number of farms to assure accuracy.

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1. A program should be worked out with each County Committee covering all details of checking performance in the county, such as notifying producers, letters to producers, arrangements for assistance to producers at sittings in the County office, obtaining services of Community Committeemen, necessary spotchecking, etc.
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1. County Office Reports

Reports of progress will be submitted to the State office by each County Committee not later than the 5th day of each month showing the status of the work of checking performance as of the last day of the previous month. These reports will cover the items listed in Section VII of NER-729. Forms for this purpose will be furnished by State offices.

2. State Office Reports

Reports of progress will be submitted to the Regional office by each State Committee not later than the 10th day of each month, showing by counties, the status of the work of checking performance and applications as of the last day of the previous month. In addition to the items received from county offices, the report will show cumulative totals of the following:

1. Number of counties for which reports have been received from former fieldmen in accordance with Section III of this bulletin.
2. Number of Applications for Payment received in the State office.
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5. Number of Applications for Payment suspended by General Accounting Office.
6. Number of Applications for Payment suspended by the State office.

A. W. Manchester

A. W. Manchester
Director, Northeast Division

UNITED STATES DEPARTMENT OF AGRICULTURE
Agricultural Adjustment Agency
Northeast Division

COUNTY PROCEDURE FOR DETERMINATION AND REPORT OF PERFORMANCE

This bulletin contains the procedure to be followed by County Committees and Community Committeemen in the determination and Report of Performance under the 1943 Agricultural Conservation Program.

SECTION I. GENERAL

... General Plan for Determining Performance

1. County Associations will do no farm-to-farm checking of 1943 compliance.
2. The initiative in making an Application for Payment will lie with the farmer, and he will be responsible for determining the acreages of his crops and the extent of production practices carried out on his farm.
3. A date will be established by each State Committee after which no Application for Payment will be accepted except by special permission of the State Committee. The responsibility of the farmer and the final date for filing applications should be given wide publicity.
4. The Report of Performance will be partly prepared in the County office and the information furnished by the farmer will be entered on the Report of Performance either by the Community Committeeman or in the County office.
5. Each farmer will furnish this information personally either to his Community Committeemen or to the County office, and will certify to the correctness of this information on his Report of Performance having full and sole responsibility for the accuracy of the data.
6. The Community Committeeman will approve the Report of Performance when he is satisfied that acceptable methods have been used in the determination of acreages and extent of practices, unless he has reason to believe that the information furnished by the farmer is not reasonably accurate.

B. Notice to Farmers

The County Committee will send a notice in the form of a letter to each farmer known to be likely to be eligible for a payment. This notice should inform the farmer of his responsibility for the determination of performance, what information is needed, when and where this information should be reported.

C. Determination of Acreages and Extent of Practices

The farmer will determine and report the acreages of wheat, tobacco, corn (corn allotment counties), potatoes and truck crops planted and the extent of practices carried out on his farm. In counties in the corn area in which the County Committee has not determined that all farms in the county were affected by abnormal weather conditions, he will also determine and report the acreages of war crops on his farm. Wherever possible, farmers should use official acreages which have been furnished under the AAA Program on farm maps or other forms.

The acreages of tobacco, potatoes and truck crops should be determined from measurements except where it is apparent that the acreage will not affect the payment for the farm. The extent of engineering and sanding cranberry practices carried out should also be determined from measurements. The producer will not be required to report the measurements from which he determined acreages. If acreage measurements are not available from previous records, farmers may make the necessary determination by using any reasonably accurate method which is commonly used in the community in determining acreages or amounts. If the farmer cannot determine the acreage of certain fields, he may furnish the Community Committeeman linear measurements or points which can be identified on the aerial photograph, and from which the acreages can be computed in the County office.

D. Arrangements for Determining Performance

In cooperation with the farmer fieldman, the County Committee will work out a program for performance determination in the county.

E. Training Community Committeemen

The County Committee shall arrange, with the assistance of the farmer fieldman, for training the Community Committeemen and other persons preparing Reports of Performance. Such training should include:

1. Provisions of the 1943 Program applicable to the county.
2. Preparation of Performance Forms.

F. Forms Used for Farm Performance Record

The County office copies of NER-715 and NER-715-A previously prepared for the farm shall be used for reporting performance. Form NER-623 shall be used in case sufficient space is not available in Section VIII of NER-715.

SECTION II. ENTRIES TO BE MADE ON NER-715 IN
COUNTY OFFICE BEFORE FARMER CONTACT

Prior to the farmer contact the following information should be entered on the County office copy of NER-715 for each farm for which a Report of Performance is expected to be prepared.

A. Entries to be Made in Section VII

Enter in this section the kinds and amounts of each conservation material furnished and the rate per unit and amount of deduction for each.

B. Entries to be Made in Section VIII

Enter in this section on lines 12, 13 and 18 in column (C) the total acreage of cropland, commercial orchards and total land in the farm at the time the 1943 Soil-Building Allowance was computed.

C. Entries to be Made in Section X

Type the following addition to the certification in Section X for those farms for which an NER-715-A has been prepared: "and also the information on NER-715-A for the same farm".

Immediately above the space provided for the signature of the Community Committeeman, type the word "Approved".

SECTION III. ENTRIES TO BE MADE ON FORMS
NER-715 and 715-A AT THE TIME OF FARMER CONTACT

Information furnished by the farmer will be entered on the NER-715 and NER 715-A for the farm in accordance with the following instructions and supplemental instructions issued by the State office.

1. Verify the entries in Section I of NER-715 and NER-715-A. Enter each person's share in the production practices and in the allotment and goal crops. Enter serial numbers of other farms in the county in which each person has an interest.

2. The items used in computing the 1943 Soil-Building Allowance should be verified. If the farm unit being operated by the producer at the time of 1943 performance determination is different from the farm unit used at the time of enrollment to compute the 1943 Soil-Building Allowance and Conservation Materials Allowance for the farm, there should be no reduction in these allowances, provided they were determined on the correct acreages and units for the farm being operated by the producer at

Revised August 16, 1943

the time of enrollment, and the allowances were computed correctly. The Soil-Building Allowance for 1943 should not be changed by reason of reclassifying in 1943 the land in the farm or by reason of a difference in measurement of the same land in 1943 as compared with 1942.

Revision

3. The acreages of wheat, tobacco, corn (in commercial corn counties), potatoes and truck crops planted on the farm in 1943 will be entered in the appropriate spaces on NER-715-A. However, do not report as acreage planted to potatoes or truck crops, any of such acreage planted, which the county committee finds was not cared for in a workmanlike manner. The harvested acreage of wheat, if different from the planted acreage should also be recorded. In the commercial corn counties, the acreage of war crops will be entered if the County Committee has not determined that all farms in the county have been affected by abnormal weather conditions.

4. The acreages of total cropland, commercial orchards and total land in the farm being operated in the 1943 crop year will be entered on lines 12, 13, and 18 column (D), Section VIII of NER-715.

5. Production Practices carried out including the name of the crop, practice number, approved description of practice and the acreage on which the practice was carried out (for those practices involving a determination of acreage) should be entered in Section VIII of NER-715.

6. Signatures of the farmer and Community Committeeman and date will be entered in Section X of NER-715. The Community Committeeman will approve by signing the NER-715 unless he has reason to believe that the information shown on NER-715 and NER-715-A is not reasonably accurate.

7. Section XI, "Remarks", should be used to enter any significant information not otherwise provided for, including that which might affect a payment computed for the farm in accordance with instructions issued by the State office.

SECTION IV. COMPLETING THE REPORT OF PERFORMANCES
IN THE COUNTY OFFICE

As Reports of Performance are returned to the County office all entries will be reviewed for completeness and accuracy. Community Committeemen should be advised of any consistent errors they have made and of any ways in which they might improve the quality of their work.

Reports shall be reviewed and completed in accordance with the following instructions;

1. A record shall be maintained of all persons reported as having an interest in the proceeds of the crops on two or more farms. Reports of Performance should be obtained for all such farms if an application is filed or conservation materials furnished for one of such farms.

2. Enter in column (G) of Section VII, NER-715 the total amount of conservation material that has been applied. Enter in column (H) the amount which has been applied in the approved manner. In those cases where the amount in column (H) is less than the amount furnished, enter and circle the difference with red pencil in column (H) beside the original entry. The County Committee should determine and enter in Section XI whether a single or double deduction should be made for this material.

3. Compute and enter in column (I) of Section VIII of NER-715 the number of units earned for each production practice shown in column (G). In computing the units earned, by the application of superphosphate used in connection with legume seedings on wheat harvested for grain, be sure to deduct 100 pounds of 20% superphosphate or its equivalent from the total amount used for each acre to which the material was applied. Also in computing the units earned by the application of potash in connection with legume seedings on wheat harvested for grain, deduct 10 pounds of potash (K_2O) for each acre to which the material is applied.

4. A summary of the production practices shown in Section VIII will be entered in Section IX of NER-715.

5. Particular attention should be given to "Remarks" made by Community Committeemen as entered in Section XI of NER-715. Any remarks which would affect the payment for the farm should be referred to the County Committee.

6. Allotments, program yields, and goals as entered on NER-715-A should be verified as the final ones determined for the farm. A tobacco program yield will be entered for farms for which no allotment has been determined but on which tobacco has been planted in 1943. A potato program yield will be entered for farms for which no potato goal has been determined but on which more than 2.7 acres of potatoes have been planted in 1943.

SECTION V. SPOTCHECKING

A. Spotchecking by County office

The County Committee shall determine and supervise an amount of spotchecking necessary to determine that the work is being done in an acceptable manner. Some of the farms to be spotchecked should be selected at random and some should be selected where a doubt exists regarding the accuracy of the information furnished by the farmer. Sufficient redetermination of production practices and acreages should be made to determine whether or not they were reasonably accurately reported.

B. Spotcheck Form

Form NED-65, "Spotchecker's Farm Report", will be used in making reports of spotcheckers. No entries will be made in Section II of the form. Reports are to be prepared in duplicate--the original to be retained in the County office and the copy to be forwarded to the State office. These forms are furnished in quadruplicate sets and should be separated into

duplicate sets for use in this work.

SECTION VI. SIGNATURE ON APPLICATION FOR PAYMENT

After completing the Report of Performance, if it is determined that a payment has been earned for the farm, the signatures of all persons entitled to share in the payment will be obtained on a copy of the Application for Payment (Form NER-720). Community Committeemen contacting farmers should carry a supply of Applications for Payment with them and obtain the signatures insofar as possible at the time of contact. The Community Committeeman should be particularly careful to inform the persons signing, that signing the application does not necessarily mean that a cash payment will be made as the eligibility for payment is a determination of the County Committee. Signatures will be written with ink or with an indelible pencil and the date of signing will be entered in the space provided. In all cases where possible, the full Christian name, additional initials, if any, and surname should be used in executing all applications. In the case of married women, the husband's name preceded by the designated "Mrs." should not be used. Where two or more individuals are jointly entitled to receive payment the application should include all as payees and the word "and" should appear before the name of the last payee.

SECTION VII. RECORD AND REPORT OF PERFORMANCE ACTIVITY

A. In County Office

A record of progress of performance work will be maintained in each County office on NED-102, "Office Control Sheet 194__". Farmer fieldmen will give specific instructions on the use and maintenance of this form.

B. Progress Report

A report showing the progress of performance work in the county will be submitted to the State office by each County Committee not later than the 5th day of each month, showing accumulative totals for the following items as of the last day of the previous month:

1. Number of farms enrolled in 1943 Program.
2. Estimated number of farms included in Item 1 above which will not participate in the 1943 Program either by being furnished conservation material or otherwise becoming eligible for payment.
3. Number of farms for which performance has been reported.

Issued July 14, 1943

4. Estimated number of farms for which 1943 Applications for Payment will be filed.
5. Number of farms spotchecked by representatives of County Committee.
6. Number of farms enrolled in 1944 Program.

A. W. Manchester

A. W. Manchester
Director, Northeast Division

Issued July 14, 1943

UNITED STATES DEPARTMENT OF AGRICULTURE
Agricultural Adjustment Agency
Northeast Division

COUNTY PROCEDURE FOR DETERMINATION AND REPORT OF PERFORMANCE

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4. The Report of Performance will be partly prepared in the County office and the information furnished by the farmer will be entered on the Report of Performance either by the Community Committeeman or in the County office.
5. Each farmer will furnish this information personally either to his Community Committeemen or to the County office, and will certify to the correctness of this information on his Report of Performance having full and sole responsibility for the accuracy of the data.
6. The Community Committeeman will approve the Report of Performance when he is satisfied that acceptable methods have been used in the determination of acreages and extent of practices, unless he has reason to believe that the information furnished by the farmer is not reasonably accurate.

B. Notice to Farmers

The County Committee will send a notice in the form of a letter to each farmer known to be likely to be eligible for a payment. This notice should inform the farmer of his responsibility for the determination of performance, what information is needed, when and where this information should be reported.

C. Determination of Acreages and Extent of Practices

The farmer will determine and report the acreages of wheat, tobacco, corn (corn allotment counties), potatoes and truck crops planted and the extent of practices carried out on his farm. In counties in the corn area in which the County Committee has not determined that all farms in the county were affected by abnormal weather conditions, he will also determine and report the acreages of war crops on his farm. Wherever possible, farmers should use official acreages which have been furnished under the AAA Program on farm maps or other forms.

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D. Arrangements for Determining Performance

In cooperation with the farmer fieldman, the County Committee will work out a program for performance determination in the county.

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The County Committee shall arrange, with the assistance of the farmer fieldman, for training the Community Committeemen and other persons preparing Reports of Performance. Such training should include:

1. Provisions of the 1943 Program applicable to the county.
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A. Entries to be Made in Section VII

Enter in this section the kinds and amounts of each conservation material furnished and the rate per unit and amount of deduction for each.

B. Entries to be Made in Section VIII

Enter in this section on lines 12, 13 and 18 in column (C) the total acreage of cropland, commercial orchards and total land in the farm at the time the 1943 Soil-Building Allowance was computed.

C. Entries to be Made in Section X

Type the following addition to the certification in Section X for those farms for which an NER-715-A has been prepared: "and also the information on NER-715-A for the same farm".

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NER-715 and 715-A AT THE TIME OF FARMER CONTACT

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1. Verify the entries in Section I of NER-715 and NER-715-A. Enter each person's share in the production practices and in the allotment and goal crops. Enter serial numbers of other farms in the county in which each person has an interest.

2. The items used in computing the 1943 Soil-Building Allowance should be verified. If the farm unit being operated by the producer at the time of 1943 performance determination is different from the farm unit used at the time of enrollment to compute the 1943 Soil-Building Allowance and Conservation Materials Allowance for the farm, there should be no reduction in these allowances, provided they were determined on the correct acreages and units for the farm being operated by the producer at

the time of enrollment, and the allowances were computed correctly. The Soil-Building Allowance for 1943 should not be changed by reason of reclassifying in 1943 the land in the farm or by reason of a difference in measurement of the same land in 1943 as compared with 1942.

Revision

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6. Signatures of the farmer and Community Committeeman and date will be entered in Section X of NER-715. The Community Committeeman will approve by signing the NER-715 unless he has reason to believe that the information shown on NER-715 and NER-715-A is not reasonably accurate.

7. Section XI, "Remarks", should be used to enter any significant information not otherwise provided for, including that which might affect a payment computed for the farm in accordance with instructions issued by the State office.

SECTION IV. COMPLETING THE REPORT OF PERFORMANCES
IN THE COUNTY OFFICE

As Reports of Performance are returned to the County office all entries will be reviewed for completeness and accuracy. Community Committeemen should be advised of any consistent errors they have made and of any ways in which they might improve the quality of their work.

Reports shall be reviewed and completed in accordance with the following instructions;

1. A record shall be maintained of all persons reported as having an interest in the proceeds of the crops on two or more farms. Reports of Performance should be obtained for all such farms if an application is filed or conservation materials furnished for one of such farms.

2. Enter in column (G) of Section VII, NER-715 the total amount of conservation material that has been applied. Enter in column (H) the amount which has been applied in the approved manner. In those cases where the amount in column (H) is less than the amount furnished, enter and circle the difference with red pencil in column (H) beside the original entry. The County Committee should determine and enter in Section XI whether a single or double deduction should be made for this material.

3. Compute and enter in column (I) of Section VIII of NER-715 the number of units earned for each production practice shown in column (G). In computing the units earned, by the application of superphosphate used in connection with legume seedings on wheat harvested for grain, be sure to deduct 100 pounds of 20% superphosphate or its equivalent from the total amount used for each acre to which the material was applied. Also in computing the units earned by the application of potash in connection with legume seedings on wheat harvested for grain, deduct 10 pounds of potash (K_2O) for each acre to which the material is applied.

4. A summary of the production practices shown in Section VIII will be entered in Section IX of NER-715.

5. Particular attention should be given to "Remarks" made by Community Committeemen as entered in Section XI of NER-715. Any remarks which would affect the payment for the farm should be referred to the County Committee.

6. Allotments, program yields, and goals as entered on NER-715-A should be verified as the final ones determined for the farm. A tobacco program yield will be entered for farms for which no allotment has been determined but on which tobacco has been planted in 1943. A potato program yield will be entered for farms for which no potato goal has been determined but on which more than 2.7 acres of potatoes have been planted in 1943.

SECTION V. SPOTCHECKING

A. Spotchecking by County office

The County Committee shall determine and supervise an amount of spotchecking necessary to determine that the work is being done in an acceptable manner. Some of the farms to be spotchecked should be selected at random and some should be selected where a doubt exists regarding the accuracy of the information furnished by the farmer. Sufficient redetermination of production practices and acreages should be made to determine whether or not they were reasonably accurately reported.

B. Spotcheck Form

Form NED-65, "Spotchecker's Farm Report", will be used in making reports of spotcheckers. No entries will be made in Section II of the form. Reports are to be prepared in duplicate--the original to be retained in the County office and the copy to be forwarded to the State office. These forms are furnished in quadruplicate sets and should be separated into

duplicate sets for use in this work.

SECTION VI. SIGNATURE ON APPLICATION FOR PAYMENT

After completing the Report of Performance, if it is determined that a payment has been earned for the farm, the signatures of all persons entitled to share in the payment will be obtained on a copy of the Application for Payment (Form NER-720). Community Committeemen contacting farmers should carry a supply of Applications for Payment with them and obtain the signatures insofar as possible at the time of contact. The Community Committeeman should be particularly careful to inform the persons signing, that signing the application does not necessarily mean that a cash payment will be made as the eligibility for payment is a determination of the County Committee. Signatures will be written with ink or with an indelible pencil and the date of signing will be entered in the space provided. In all cases where possible, the full Christian name, additional initials, if any, and surname should be used in executing all applications. In the case of married women, the husband's name preceded by the designated "Mrs." should not be used. Where two or more individuals are jointly entitled to receive payment the application should include all as payees and the word "and" should appear before the name of the last payee.

SECTION VII. RECORD AND REPORT OF PERFORMANCE ACTIVITY

A. In County Office

A record of progress of performance work will be maintained in each County office on NED-102, "Office Control Sheet 194 ". Farmer fieldmen will give specific instructions on the use and maintenance of this form.

B. Progress Report

A report showing the progress of performance work in the county will be submitted to the State office by each County Committee not later than the 5th day of each month, showing accumulative totals for the following items as of the last day of the previous month:

1. Number of farms enrolled in 1943 Program.
2. Estimated number of farms included in Item 1 above which will not participate in the 1943 Program either by being furnished conservation material or otherwise becoming eligible for payment.
3. Number of farms for which performance has been reported.

Issued July 14, 1943

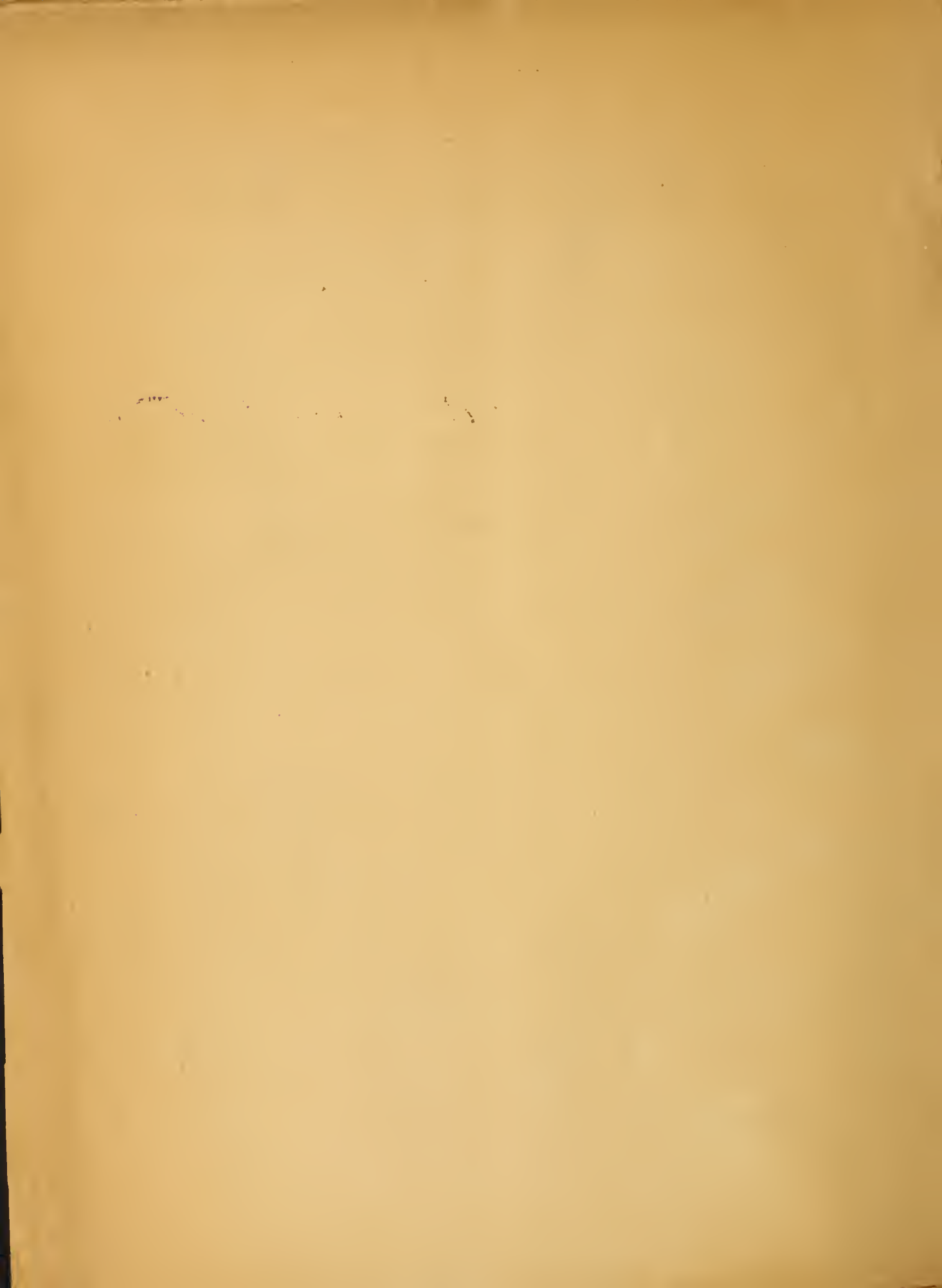
4. Estimated number of farms for which 1943 Applications for Payment will be filed.

5. Number of farms spotchecked by representatives of County Committee.

6. Number of farms enrolled in 1944 Program.

A. W. Manchester

A. W. Manchester
Director, Northeast Division



Issued December 8, 1943

UNITED STATES DEPARTMENT OF AGRICULTURE
Agricultural Adjustment Agency
Washington (25), D. C.

LIBRARY
CURRENT SERIAL RECORD

JUN 24 1944

Service Fees, Records, and Reports of Loans Certified

I - Service Fees

Each borrower who secures a loan on collateral under the commodity loan programs shall be required to pay a service fee based on the net number of bushels, hundredweight, etc., used in computing the amount of loan. The service fee shall be one cent per bushel for loans secured by farm-stored grain and one-half cent per bushel for loans secured by warehouse-stored grain. For potatoes the service fee shall be two cents for each hundredweight of U. S. No. 1 potatoes under loan, but not less than \$5.00 for each loan.

All service fee collections shall be made by entering on the note, CCC Grain Form A, Revised, or note and loan agreement, CCC Grain Form B, in the first space provided for distribution of funds "Commodity Credit Corporation, care of (Name of County), Agricultural Conservation Association, (Address of County Association), \$(Amount of fee)." The original and county office copy of the note or note and loan agreement shall be forwarded to the lending agency named thereon for disbursement of funds. The lending agency will make disbursement in accordance with instructions contained in the note or note and loan agreement and will enter the date of disbursement on both the original and county office copy. On the first working day of each month, or more often if provided for in the loan instructions for particular commodities, the lending agency will prepare for each commodity, separate bank service fee letters of transmittal (copy attached) addressed to the appropriate county agricultural conservation association, covering all loan service fees collected during the period for the account of each county. The bank service fee letter of transmittal will list the serial number of each loan on which disbursements have been made, the amount of service fee collected on each loan and the total amount of service fees collected for the account of each county. The bank service fee letter of transmittal will be forwarded to the appropriate county agricultural conservation association together with bank draft(s) or cashier's check(s) made payable to Commodity Credit Corporation for the total amount of service fees collected, together with the county office copies of the notes and note and loan agreements listed thereon.

Immediately upon receipt of the bank service fee letter of transmittal, the county committee shall check for accuracy the amounts listed thereon against notes and note and loan agreements and remittances received for service fees. If any errors are found they should be brought to the attention of the lending agency. When transmittals are correct, the county committee shall enter

the amount of service fee and date of disbursement for each loan on form Commodity Loan 4, and transmit all of the service fees to Commodity Credit Corporation in the following manner.

County committees should prepare, in quadruplicate, County Association Service Fee letter of Transmittal (copy attached) and mail the original and first copy, together with bank drafts or cashier's checks received from lending agencies, to John B. Payne, Treasurer, Commodity Credit Corporation, Washington 25, D. C. One copy of the county association service fee letter of transmittal shall be mailed to Northeast Division, Agricultural Adjustment Agency, Washington 25, D. C., and one copy retained in the county office files.

Direct loans will be handled in the same manner as loans through local lending agencies.

To keep records and forms uniform, county committees are requested to mimeograph GL-1 (Revised), Bank Service Fee Letter of Transmittal, and supply each lending agency disbursing loans for that county with a sufficient number of forms for reporting service fees disbursed.

II - Records and Report of Loans Certified

County committees shall currently keep a record of all loans certified on form Commodity Loan 4. A separate record shall be maintained for each commodity, each type of loan and each type of storage.

The applicable data shall be entered in all columns of Commodity Loan 4, except columns 13 and 14, as loans are certified. The data for columns 13 and 14 shall be entered after the note or note and loan agreement has been returned to the county office by the lending agency and has been checked against the lending agency's letter of transmittal for correctness. On the first working day of each month for wheat loans, or on the first and fifteenth day of each month for potato loans, a line shall be drawn below the entries for the last loan certified during the preceding month and the appropriate columns totaled. Column 14 should not be totaled until the county office copies of notes and note and loan agreements disbursed during the preceding month and the lending agency's letter of transmittal have been received from the lending agency and proper entries made in columns 13 and 14. Since service fees for some loans will not be collected in the same month in which the loan was certified, the total bushels or hundredweight on which loans have been certified and the total service fees transmitted may not be in agreement.

At the end of the reporting period, after obtaining totals for the preceding reporting period on form Commodity Loan 4, the county committee shall prepare separate forms Commodity Loan 4A "County Committee Loan Summary" for each commodity, each type of loan and each type of storage. These reports will show totals for the current period, cumulative totals from the preceding period, and cumulative totals through the end of the period for which the report is prepared. Forms Commodity Loan 4A shall be prepared in duplicate. The original must be forwarded to the State office not

later than six days following the last day of the reporting period. Upon receipt of forms Commodity Loan 4A from all counties the State Committee shall prepare forms Commodity Loan 4B "Cumulative State Commodity Loan Summary" in triplicate. The original and first copy shall be forwarded to the Regional Director, Northeast Division, Agricultural Adjustment Agency, Washington 25, D. C., and the second copy retained in the State office. All forms Commodity Loan 4B must be submitted to the regional AAA office not later than twelve days following the last day of the reporting period.

Immediately after the final date for completing loans for each commodity the county committee shall review all entries on Commodity Loan 4 and prepare a final cumulative report of loans certified for that commodity, taking into consideration all corrections and cancellations made during the loan period. State offices shall likewise prepare a final cumulative report of loans certified for each commodity as compiled from all final county summary reports. Corrections and cancellations should be indicated on Form Commodity Loan 4 as soon as discovered but should not be considered in preparing forms Commodity Loan 4A until the end of the loan period.

III - Service Fees and Reports of Loans Extended

No service fees shall be charged in connection with the extension of farm-storage loans unless otherwise notified. Record of farm-storage loans extended shall be maintained on Commodity Loan 4 and reported on forms Commodity Loan 4A and 4B in the same manner as outlined in Section II. The data required in reporting farm-storage loans extended shall be taken from CCC Grain Forms W rather than notes and note and loan agreements.

Attachments

The first part of the paper is devoted to a general discussion of the problem of the origin of life. It is shown that the problem is one of the most important and most difficult in the history of science. The author discusses the various theories of the origin of life, and shows that the most plausible is the theory of spontaneous generation. This theory is based on the fact that life is a complex of many different parts, and that these parts are all derived from a common ancestor. The author also discusses the possibility of life being created by a divine being, and shows that this is a very unlikely possibility.

The second part of the paper is devoted to a discussion of the problem of the evolution of life. It is shown that the problem is one of the most important and most difficult in the history of science. The author discusses the various theories of the evolution of life, and shows that the most plausible is the theory of natural selection. This theory is based on the fact that life is a complex of many different parts, and that these parts are all derived from a common ancestor. The author also discusses the possibility of life being created by a divine being, and shows that this is a very unlikely possibility.

THE PROBLEM OF THE ORIGIN OF LIFE

The problem of the origin of life is one of the most important and most difficult in the history of science. It is a problem that has fascinated mankind since the beginning of time. The author discusses the various theories of the origin of life, and shows that the most plausible is the theory of spontaneous generation. This theory is based on the fact that life is a complex of many different parts, and that these parts are all derived from a common ancestor. The author also discusses the possibility of life being created by a divine being, and shows that this is a very unlikely possibility.

BANK SERVICE FEE LETTER OF TRANSMITTAL

Date _____

Commodity _____

(Name of County) County Agricultural Conser- (State & County Code)
 vation Association

(Address of County Agricultural Conservation Association)

Report of Loans Disbursed During the Month of _____, 194____.

<u>Loan Serial No.</u>	<u>Service Fee</u>	<u>Loan Serial No.</u>	<u>Service Fee</u>
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Total

The attached check(s), made payable to Commodity Credit Corporation, covers total service fees disbursed by this lending agency for the county and month indicated above.

(Name of Lending Agency)

By _____

(Address of Lending Agency)

Note: Separate Letters of Transmittal must be submitted for each commodity. Only loans disbursed for the county indicated above shall be listed on this form.

COUNTY ASSOCIATION'S SERVICE FEE LETTER OF
TRANSMITTAL

(Name of County) (Code)

(Name of State) (Code)

Month _____ Year _____

Date _____

John B. Payne, Treasurer
Commodity Credit Corporation
Washington 25, D. C.

The attached check(s) listed below represent 100 percent of the total service fees received in this office for the month indicated above.

Check Number	Date of Check	Name and Address of Bank	Amount of Service Fee by Commodity		Total Amount of Check
			Commodity	Amount	
126970	1/2	First Nat'l - Harrisburg, Pennsylvania	Potatoes	\$290.17	\$390.37
			Wheat	100.20	
798421	1/3	Security Tr. - Harrisburg, Pennsylvania	Potatoes	275.19	451.41
			Wheat	176.22	

Totals \$841.78 \$841.78

Total Last Report

Prepared in Quadruplicate

Original and one copy to John B. Payne, treasurer
CCC - Washington 25, D. C.

One copy to Northeast Division, Washington

One copy retained in county files

Total To Date

(Member of County Committee)

(Address of County Committee)

THE UNIVERSITY OF CHICAGO

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